

Maryland

Department of Budget and Management



**Annual Statewide Equal Employment
Opportunity Report - Fiscal Year 2014**



Martin O'Malley, Governor • Anthony Brown, Lt. Governor • T. Eloise Foster, Secretary

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SECTION ONE

EXECUTIVE

SUMMARY

SECTION 1: EXECUTIVE SUMMARY

Commitment to Equal Employment Opportunity

The State of Maryland endorses its commitment to the principle of equal employment opportunity for all employees and provides employees with a fair opportunity to work in an environment free of discrimination, harassment and retaliation. The State Personnel and Pensions Article of the Annotated Code of Maryland, Title 5, Subtitle 2 establishes the Equal Employment Opportunity program for State government. It ensures a system based on merit and fitness and without regard to age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation and any other non-merit factor. Governor O'Malley has reemphasized the State's responsibility to fair employment practices in Executive Order 01.01.2007.16 Code of Fair Employment Practices which is provided on pages 74-80.

Equal Employment Opportunity is a vital component of State culture. We, pride ourselves in promoting equality, enforcing federal and State EEO laws and protecting employees from all forms of unlawful discrimination. We support and promote workforce diversification reflective of the availability of women, minorities and individuals with disabilities. Making known our position on non-discrimination and our commitment to having a diverse workforce moves us closer to achieving our vision of being a leader among State governments.

This report on EEO reflects the achievements and ongoing progress of our State government. The Office of the Statewide EEO Coordinator (OSEEOC) has prepared this report covering the period July 1, 2013 through June 30, 2014. This report contains selected measures outlining the progress toward equal opportunity in Maryland government and assesses the State's Equal Employment Opportunity (EEO) Program.

2014 EEO Highlights

During calendar 2014, the Office of the Statewide EEO Coordinator engaged State agencies and the State's EEO professionals in a number of EEO program activities designed to move the State toward the vision set forth in Governor O'Malley's executive order and assist agencies in becoming model employers. The office continues to focus on compliance, training, outreach, and diversity awareness.

In order to ensure compliance with State and federal EEO laws, policies and practices, the OSEEOC has continued to conduct ongoing compliance audits to review and monitor the EEO programs in each State agency. The office conducted 25 agency compliance audits in 2014 and provided each agency with an exit report detailing positive changes, as well as potential improvements to their EEO programs.

Through enhanced training and outreach activities, the office strove to enhance the skills and knowledge of the State's EEO professionals. Specific activities included:

- Refresher training on EEO laws, diversity, and investigative techniques for State EEO and Fair Practices Officers.

- Ongoing guidance and training to Americans with Disabilities Act coordinators in partnership with the Department of Disabilities.
- Improvement of the DBM/EEO website to include EEO best practices, laws, forms, and resources.
- Continuation of the EEO Connection – a quarterly EEO newsletter that includes EEO law updates, noteworthy court rulings, a diversity corner and community awareness information.
- EEO Conference – The event was attended by 85 EEO professionals from various State agencies. The conference served to educate the EEO professionals on the changes in the 21st century workplace by offering seminars on same sex marriage, gender identity, religion and disability. We commemorated the 50th anniversary of the signing of the Civil Rights Act of 1964 and remembered the trailblazers in our society who paved the way for the changing faces of our workplaces.
- Providing training presentations on EEO, Harassment, and Disability Awareness in the Workplace to the new State HUB training portal.
- Providing training and instruction on non-visual access for individuals with sight impairments.

During 2014, the office intends to continue training for EEO professionals across the State, conducting compliance audits of agency EEO efforts to ensure consistency with State and federal reporting requirements, producing and distributing educational material to ensure that all employees fully understand their rights and protections, and investigating agency appeal and whistleblower complaints.

Data Analysis

Detailed EEO statistical and demographic workforce data for fiscal 2014 and trends since fiscal 2009 are presented in Sections 3-10. Notable findings and trends are discussed briefly below.

Workforce Diversity

Maryland State government employs individuals from a wide range of racial and ethnic groups. Minorities make up half of the State's workforce (Exhibit 1) and represent a larger share of the State government's workforce compared to Maryland's Civilian Labor Force (CLF), (Exhibit 2). Minorities represent a slightly larger share of State government's workforce than in 2009 while the percentage of females decreased from 56% in fiscal 2009, to 55% in fiscal 2014 (Exhibit 3).

During fiscal 2014, new hires continued to add to the diversity of the workforce with women accounting for 55% of new hires, minorities accounting for more than half and African-Americans accounting for 43% (Exhibits 4 and 5). In each of the last five years, women and minorities each have represented more than half of all new hires.

Favorable trends in minority hiring are reflected in the demographics of the State workforce by age. Approximately 45% of State workers under the age of 50 are African-American. That

percentage declines among older workers, with African-Americans making up 42% of workers between 50-59, and 36% of workers age 60-69 (Exhibit 6).

Advancement Opportunities

In fiscal 2014, women and minorities generally received promotions or upward reclassifications at rates consistent with their share of the workforce. Women – who represent 55% of the workforce - accounted for 49% of all promotions and 62% of reclassifications. African-Americans – who represent 43% of the workforce – accounted for 48% of the promotions and 38% of the reclassifications (Exhibit 7).

Disciplinary Personnel Transactions

African-Americans were over-represented with respect to suspensions (56%) and terminations (56%) in fiscal 2014, while disciplinary demotions (43%) decreased by 18% compared to fiscal 2013 (Exhibit 8).

Disparities Remain

Although women and minorities are well represented in State government, significant disparities remain between the genders and races with respect to employment responsibilities and pay. Whites, for example, hold 70% of positions classified as Officials and Administrators and 53% of positions classified as Professionals. African-Americans in contrast hold 72% of the Service/Maintenance positions. With respect to special appointments, 65% are White and 25% are African-American.

Women are also under-represented in certain job categories. They are less likely than men to serve as Protective Service Workers (11% of sworn officers and 39% of non-sworn officers), but are far more likely than men to serve in Administrative Support positions (88%).

The disparities in job categories contribute to differences in the salaries paid to men and women and whites and minorities. Male employees were paid an average of \$5,485 more than female employees in fiscal 2014, while Whites were paid an average of \$8,263 more than African-Americans and \$373 less than other minorities (Exhibit 9). The salary gap between men and women of the same race, however dropped from 2009 to 2014 for Whites and African-Americans. Salaries of white men exceeded those of white women by \$4,628 in 2014, an improvement over the \$6,440 gap in 2009. Similarly, the gap between African-American males and females fell from \$2,818 in 2009 to \$1,589 in 2014.

The greatest impediment to closing the salary gap for African-Americans is their disproportionate share of low paying jobs. African-Americans hold more than half of positions classified as Grade 8 or below. The grade with the largest number of African-American workers is Grade 13, which pays a maximum of \$57,808.

To address the disparity issues, the State has expanded its current relationships with Historically Black Colleges and Universities and professional organizations and its participation in job fairs that may be sources for African-American and other diversity recruitment. Launching of the new recruitment module of the Automated Statewide Personnel System has enhanced the ability of applicants to search for employment opportunities in the State. The State continues to use the

Internet, Facebook, and Twitter to share job announcements. In addition, partnerships and alliances have been expanded with minority and disability professional organizations to engage their membership, increase networking opportunities and inform them about employment opportunities in State government. The State has also added a diversity statement to the State job application to affirm its commitment to equal employment opportunity and encourage diverse group members to apply for State positions.

To build on its continuing commitment to becoming a Model Employer of People with Disabilities, State government has taken a leading role in facilitating and advancing opportunities for Marylanders with disabilities to be employed by appointing a Statewide Coordinator for Employment of People with Disabilities, expanding the Quest Internship Program for individuals with disabilities to include placing the names of individuals who complete the program on DBM's Special Options Eligible List to be considered for permanent positions within State government, and collaboration and partnership with other States to identify best practices for employment of people with disabilities.

As part of our proactive efforts, the State has created a new online learning management system, The HUB, which provides State employees the ability to browse and register for training on various professional development courses. Courses available on The Hub include training presentations on EEO, harassment and disability awareness in the workplace. In addition, the State continues to publish policies covering sexual harassment prevention, reasonable accommodations, and non-discrimination in various formats, including print and web-based. The State continues to train managers and supervisors to recognize and avoid unequal treatment of protected group members and to enhance their skills in maintaining equal employment consideration in decisions regarding hiring, promotions, work assignments, employee development, training, evaluations, counseling, and discipline. The State's desire is to maintain a work environment that attracts, engages, and retains a proficient and diverse workforce that can excel and meet the dynamic challenges of State government service.

Other Data

Other data included in the report focus on the State's success in meeting requests for reasonable accommodations for disabled workers, trends in discrimination complaints, and employment at public higher education institutions. Notable findings include:

- 375 reasonable accommodation requests were received from State employees and applicants for State employment in fiscal 2014. 87% of the requests were granted.
- Complaints of discrimination decreased from 470 in fiscal 2013, to 429 in fiscal 2014.
- The vast majority of employees at the University System of Maryland (57%) and St. Mary's College of Maryland (77%) were white. Approximately 46% of faculty and research positions in the System were filled by whites. Females comprised 53% of the workforce; while males comprised 47% of the workforce.
- African-Americans composed the majority of workers at Morgan State University (75%) and Baltimore City Community College (69%). Women held 51% of the positions at Morgan State University and 59% of the positions at Baltimore City Community College.

Exhibit 1

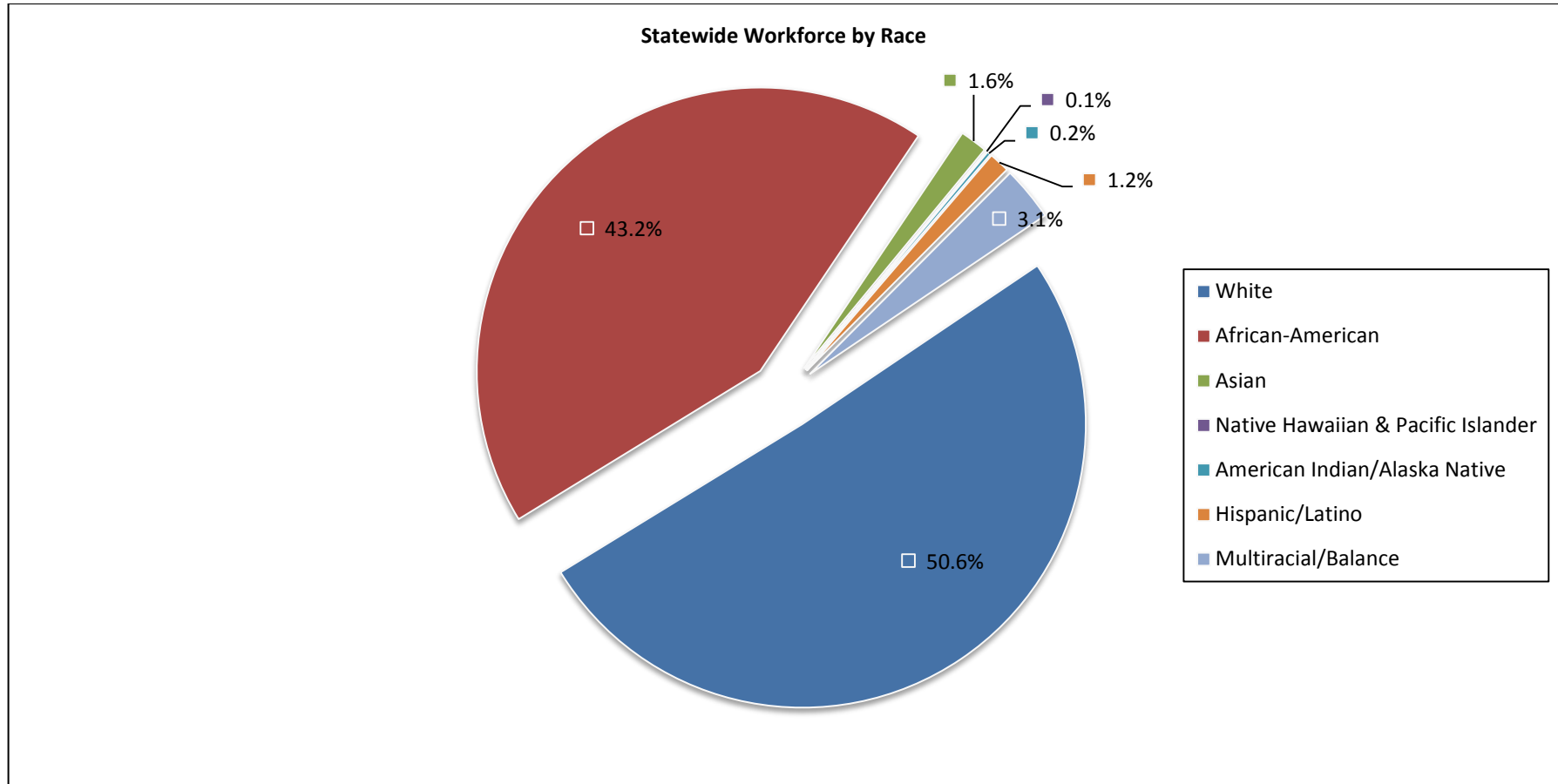


Exhibit 2

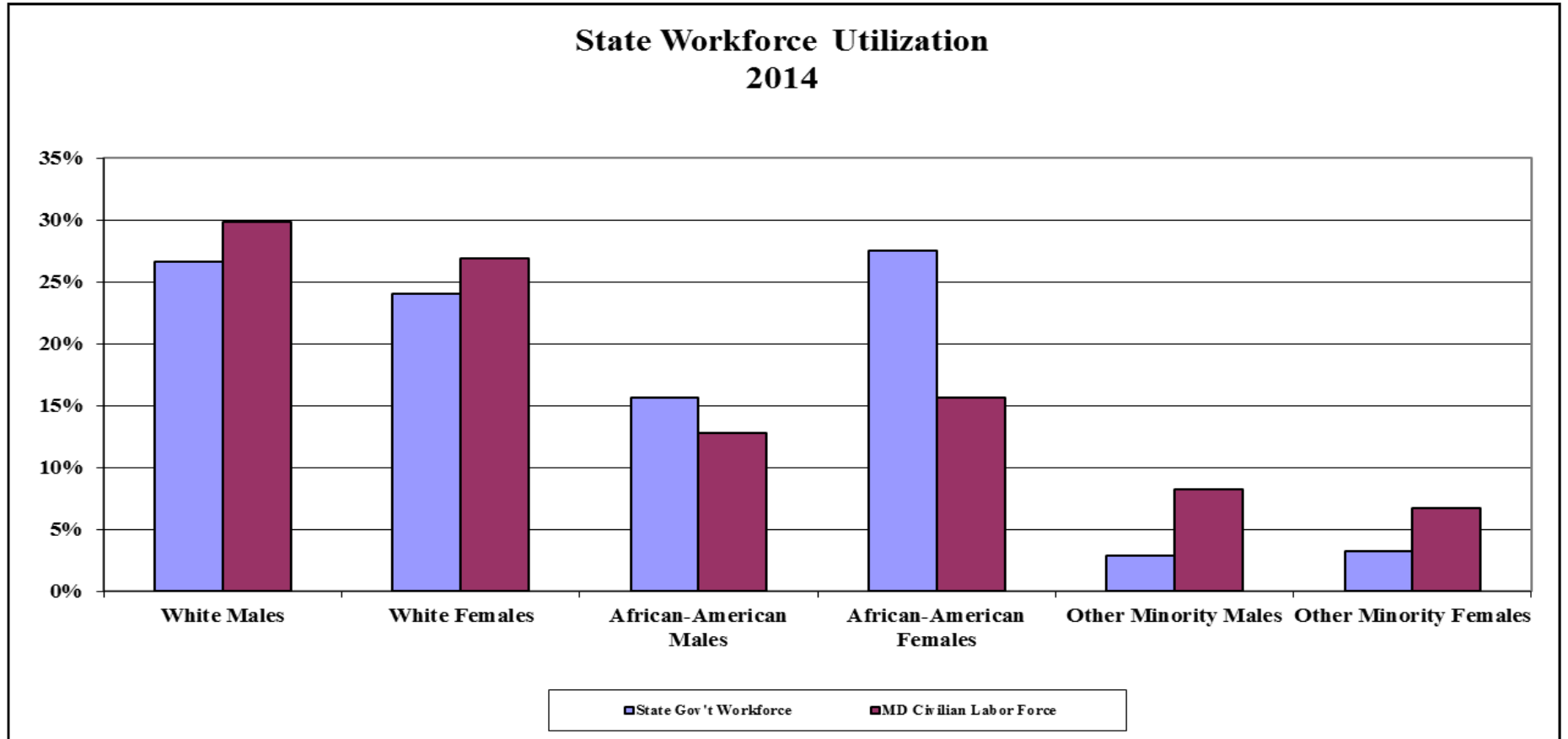


Exhibit 3

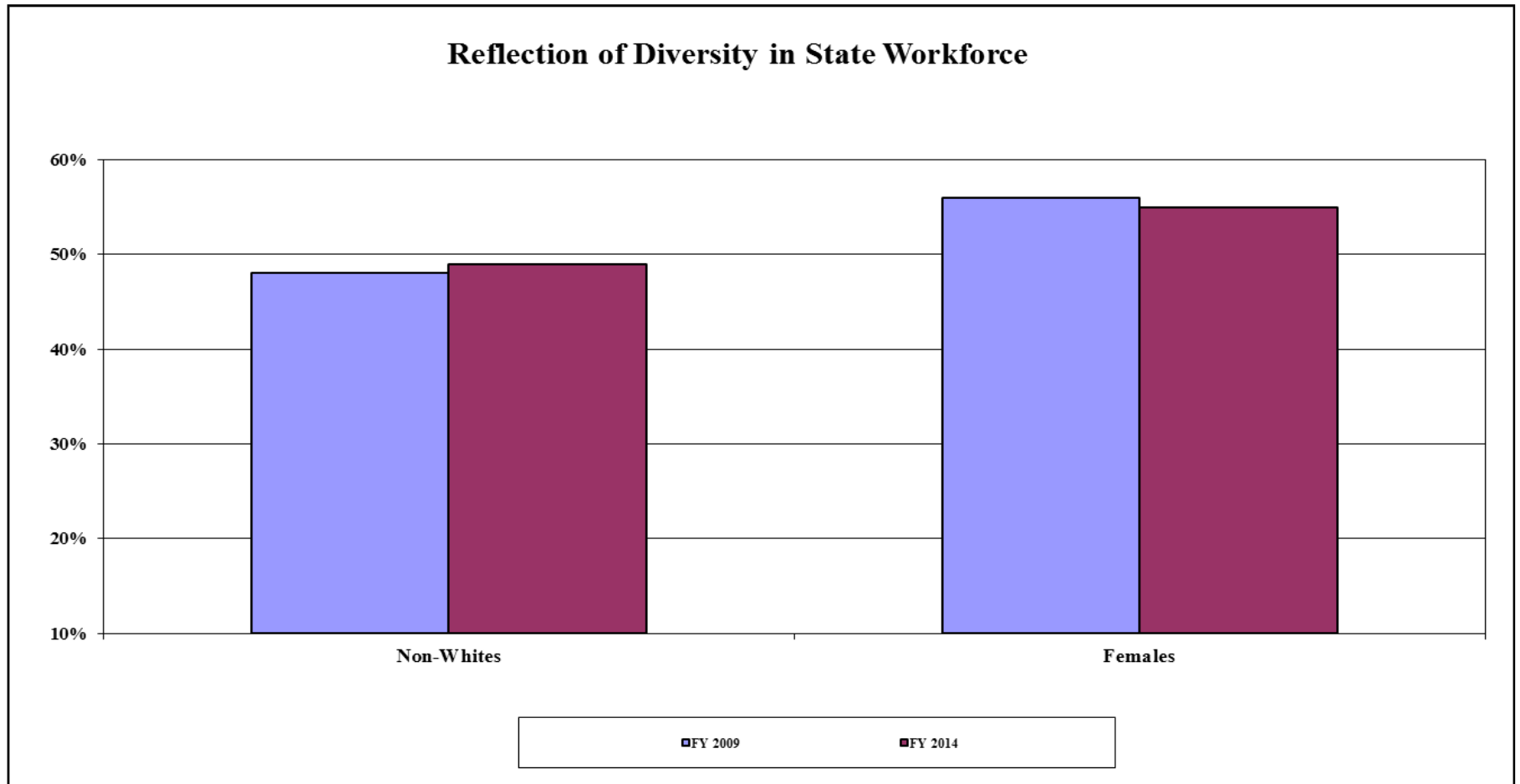


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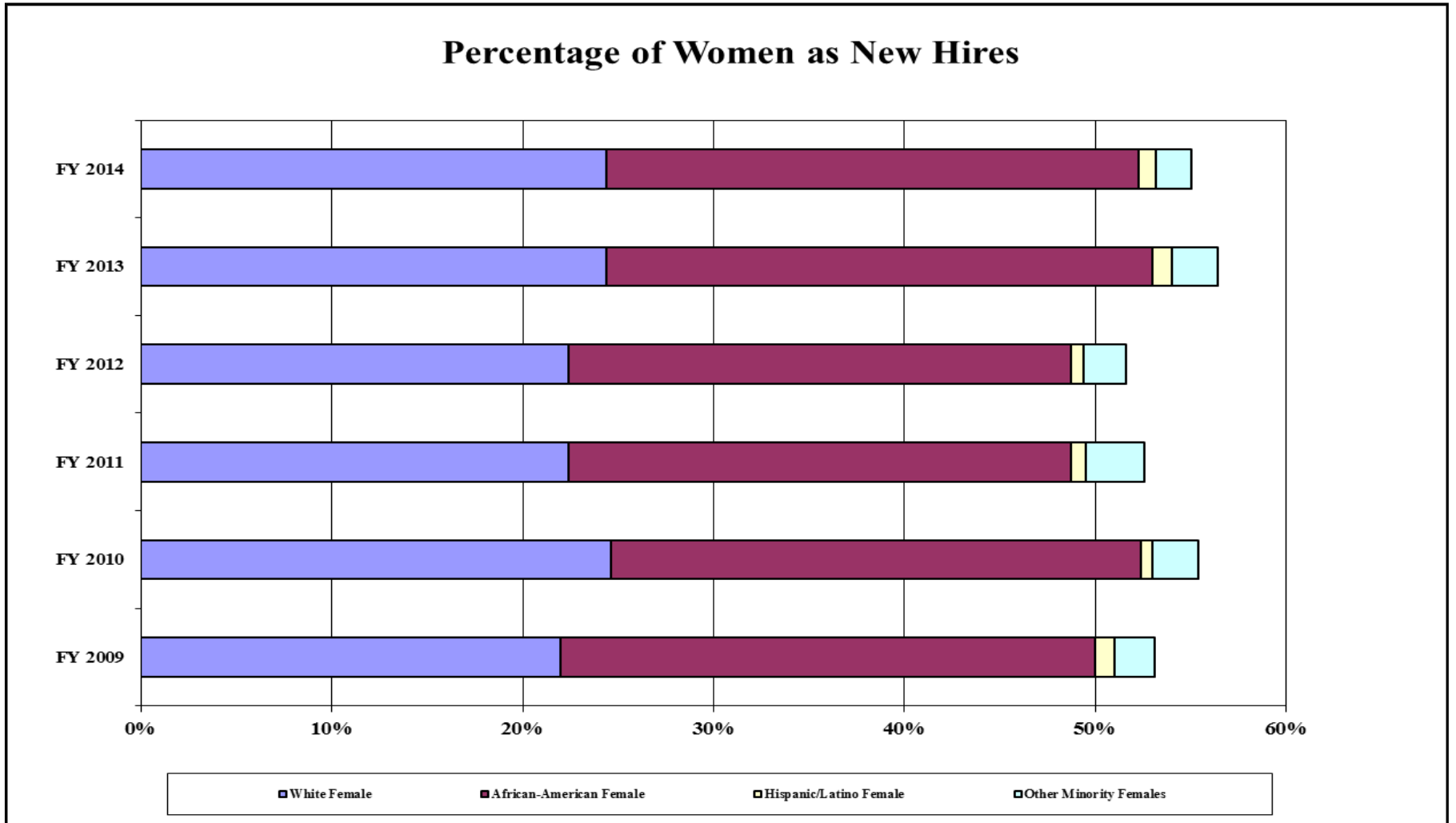


Exhibit 5

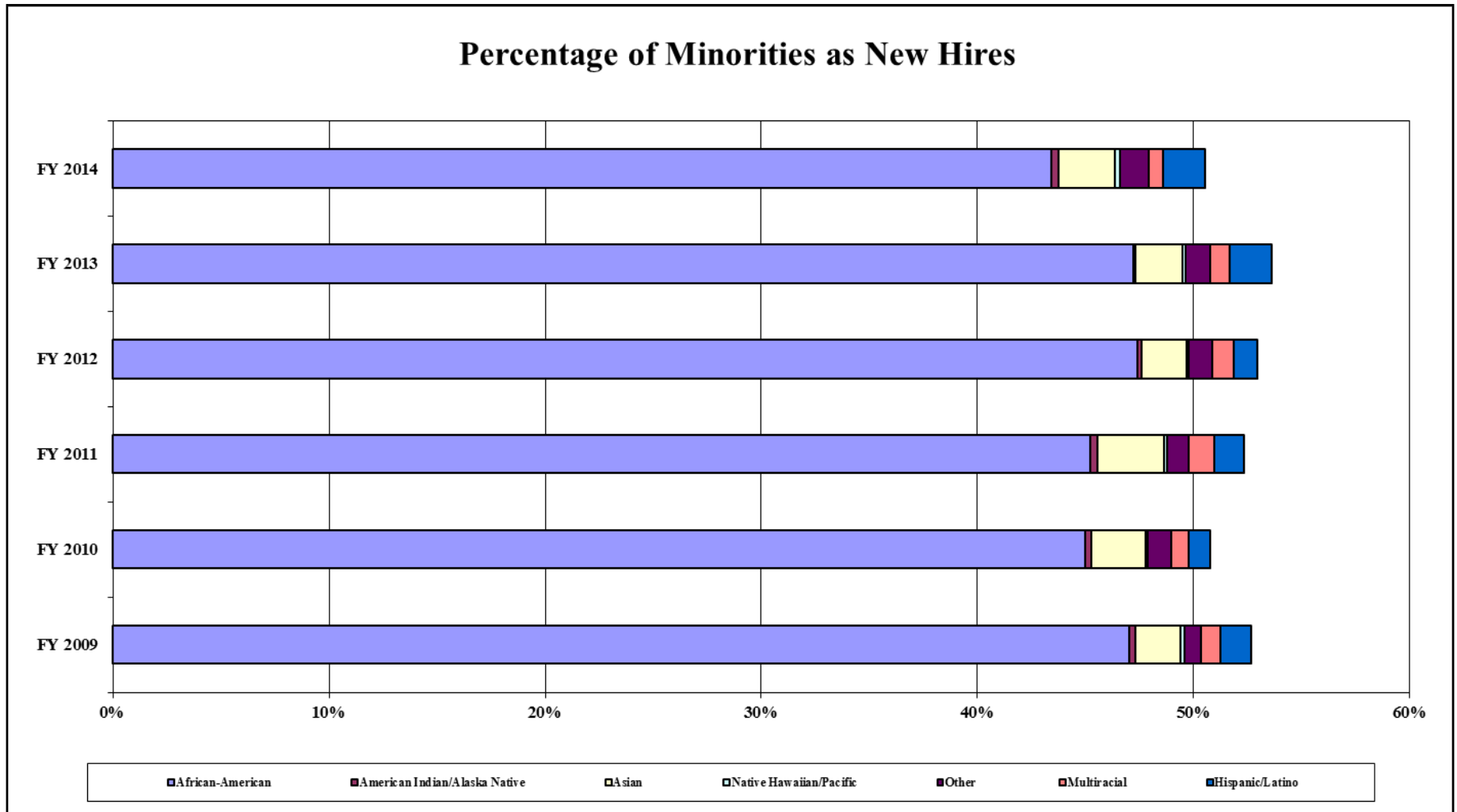


Exhibit 6

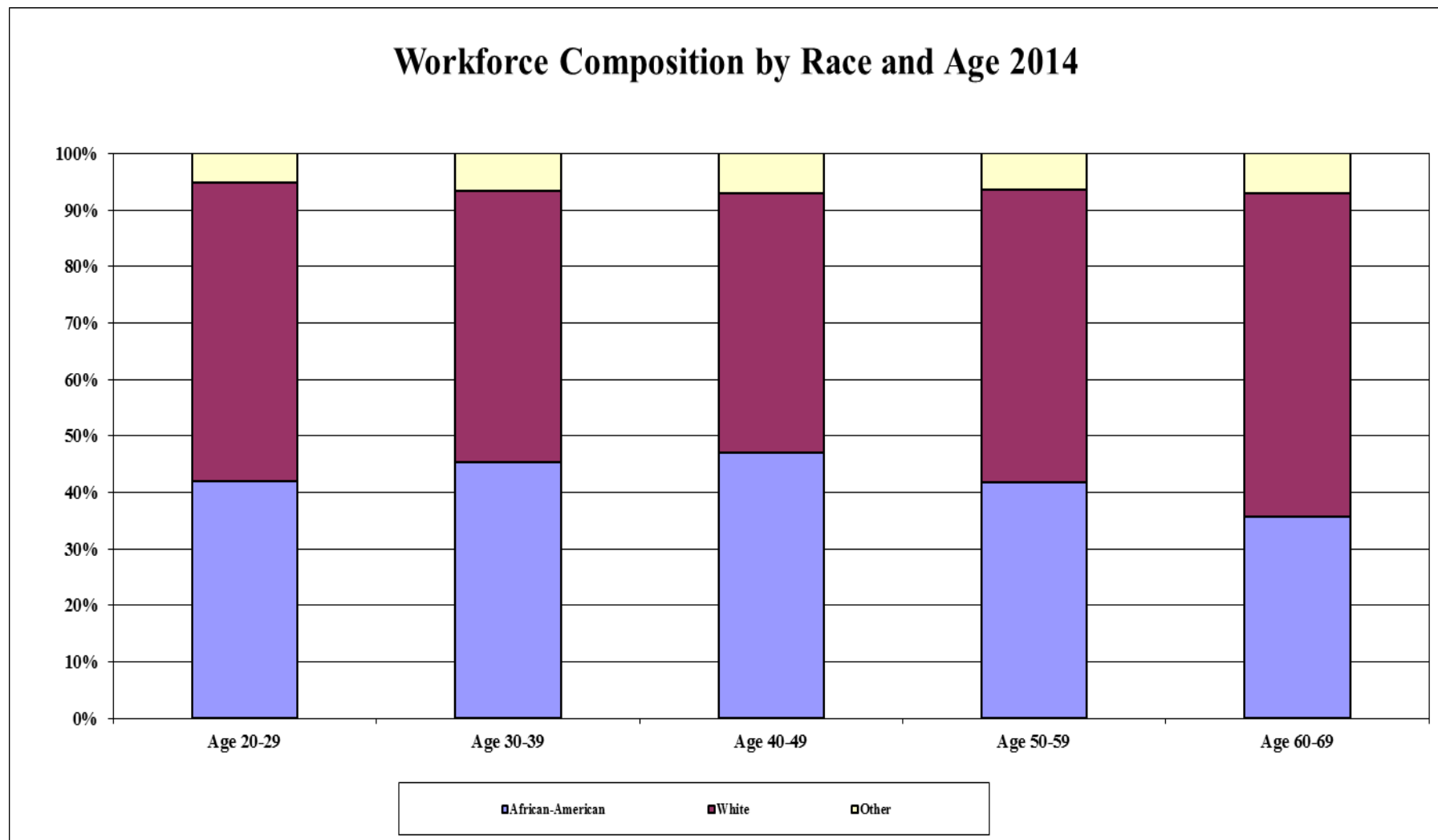


Exhibit 7

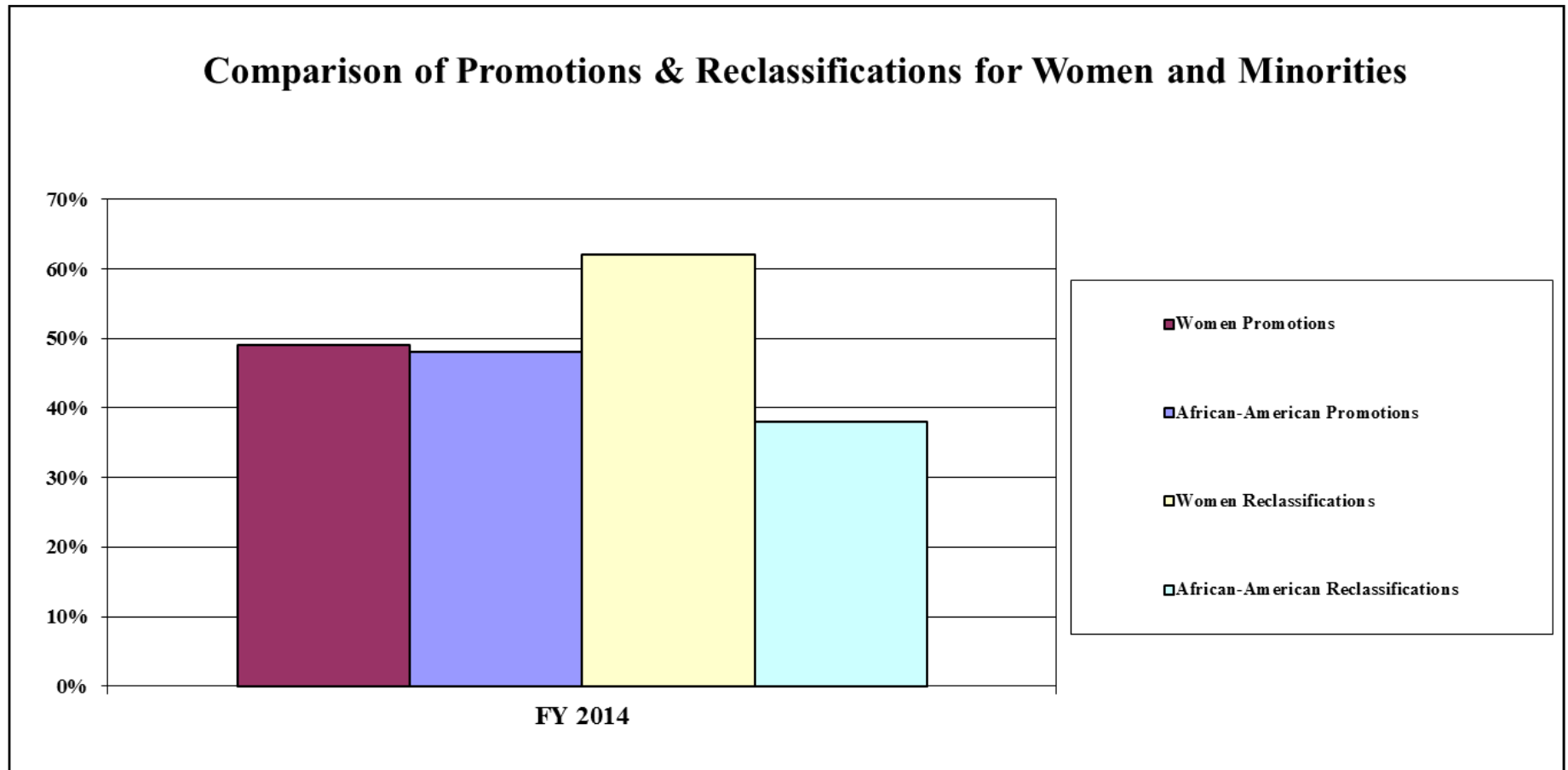


Exhibit 8

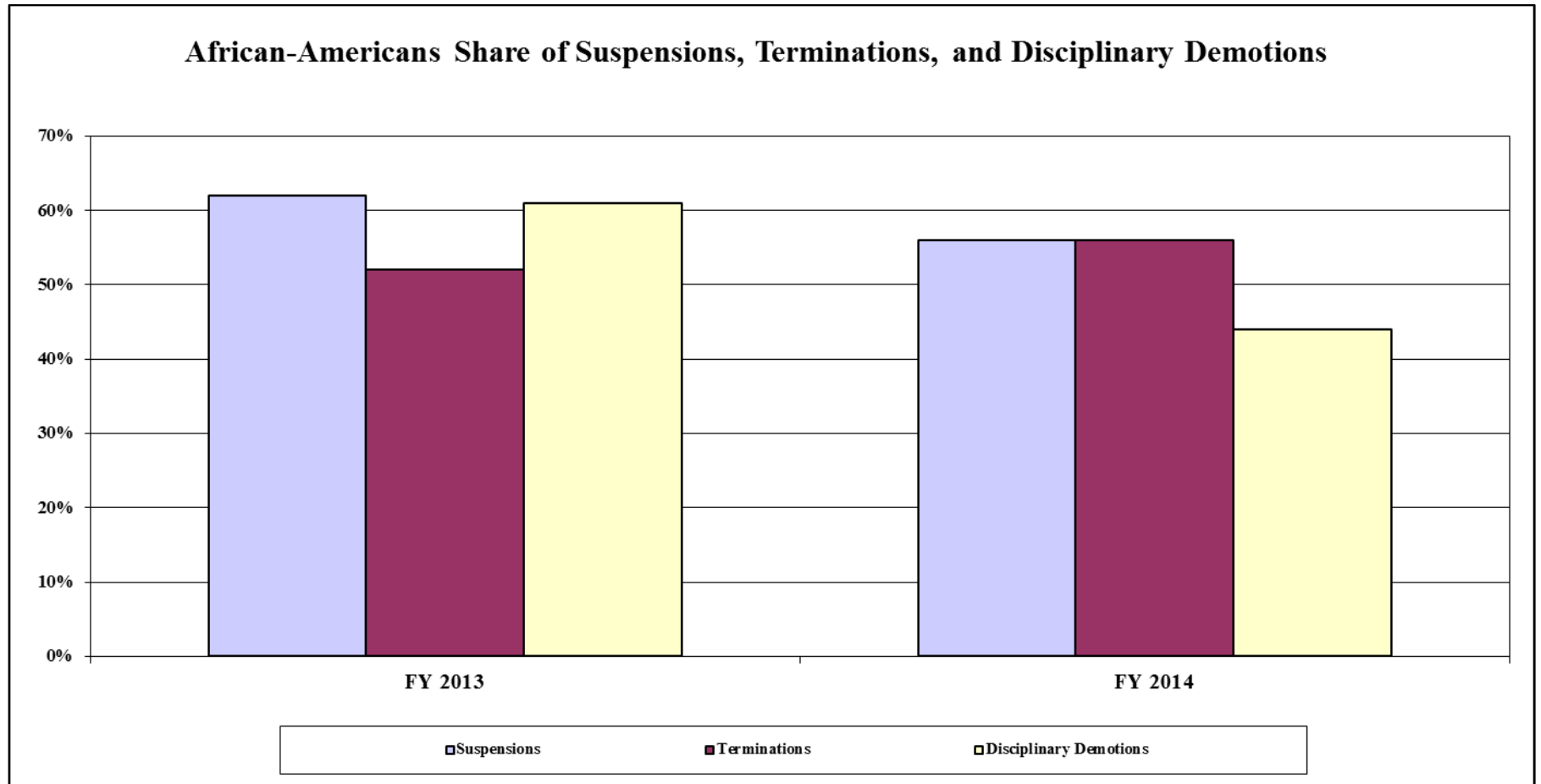


Exhibit 9

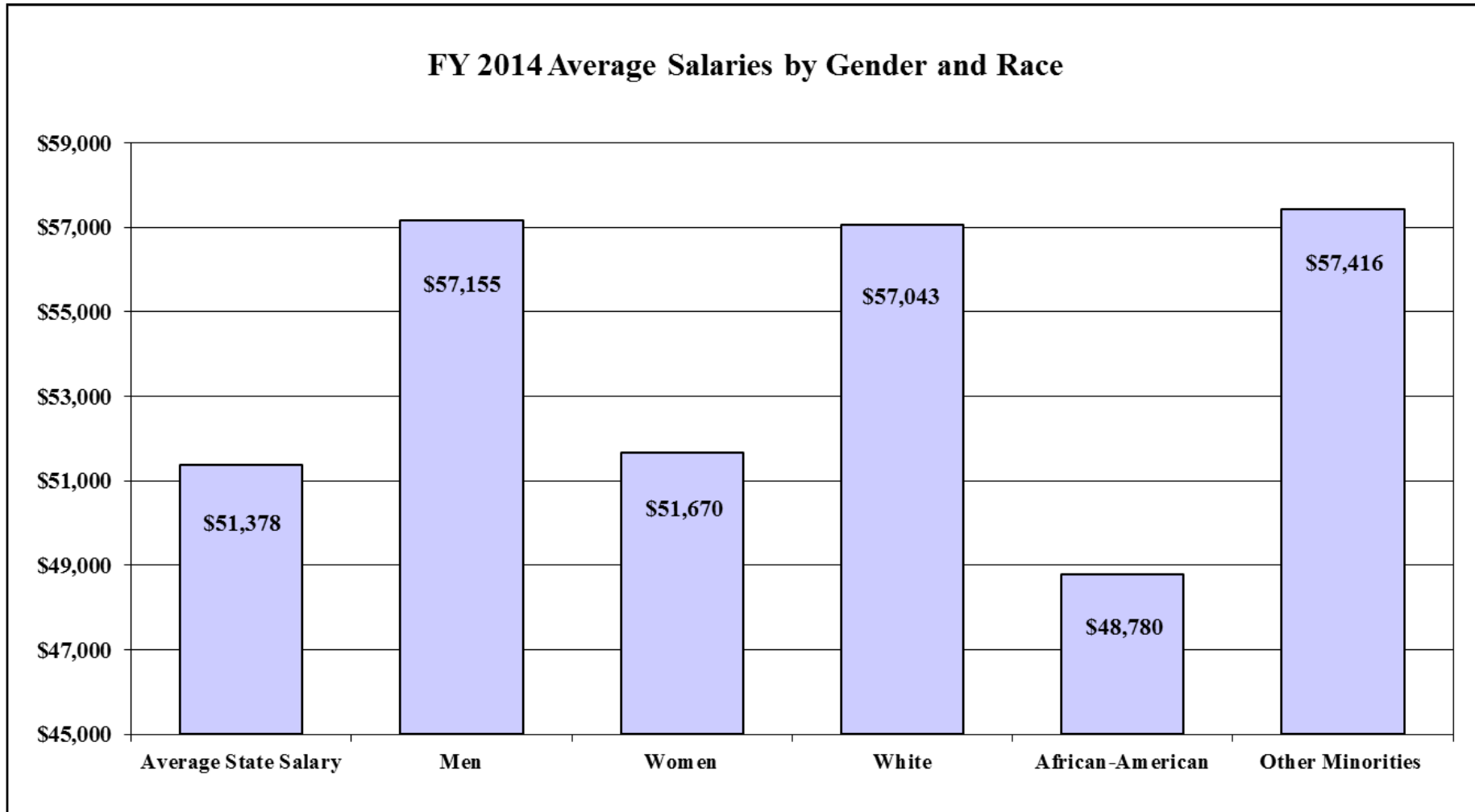
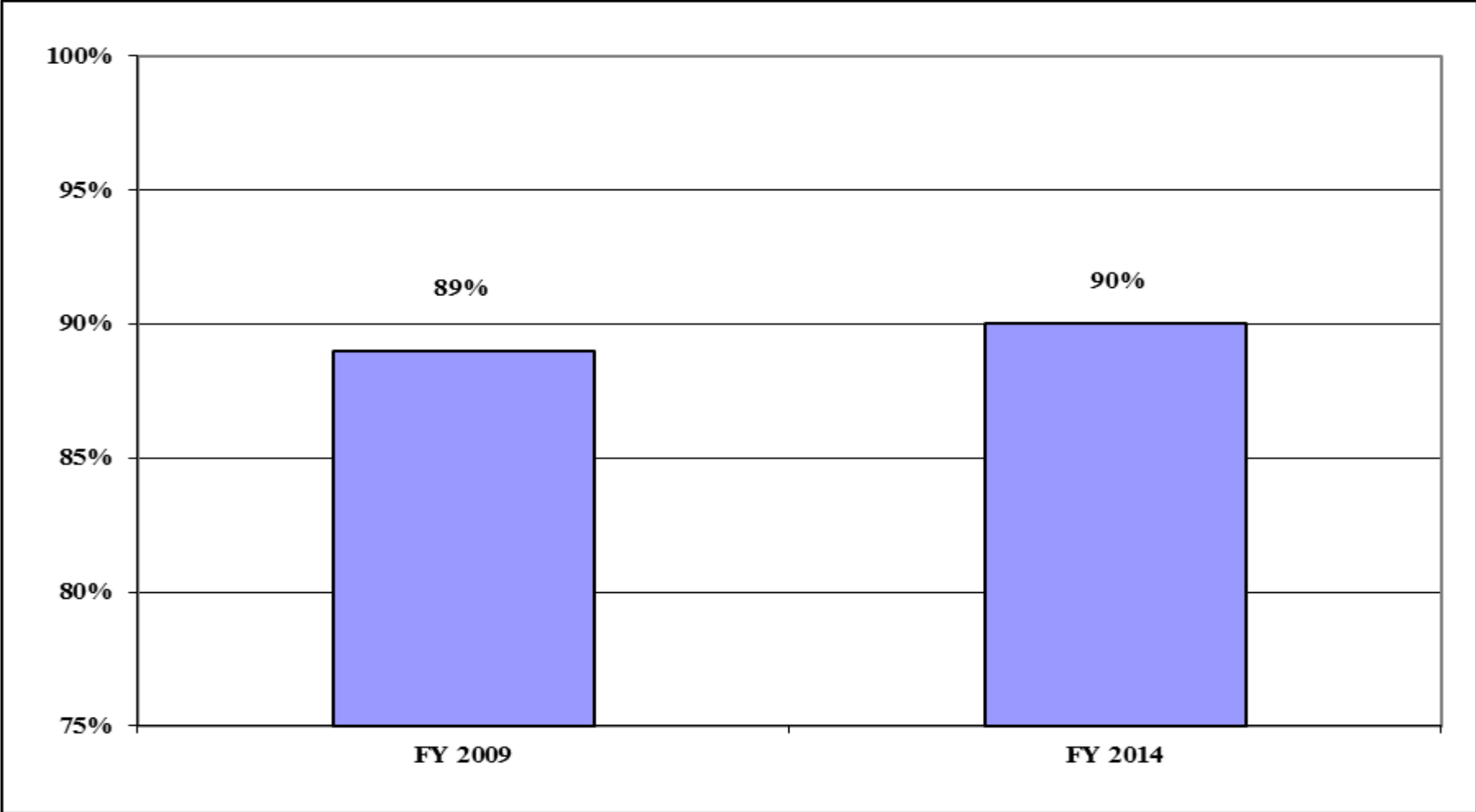


Exhibit 10

Average Salary for Women Trails Average Salary for Men



SECTION TWO

INTRODUCTION

INTRODUCTION

POLICY STATEMENT

It is the policy of the State of Maryland to prohibit discrimination in any personnel action concerning any employee or applicant for employment on the basis of age, ancestry, color, creed, genetic information, gender identity and expression, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation. Governor O'Malley has supported the State of Maryland's Equal Employment Opportunity Program by strengthening the State's commitment to providing a work environment free from discrimination and issuing a revised Executive Order to protect all State employees from discrimination. The Equal Employment Opportunity Program ensures that State government maintains a qualified diverse workforce and investigates and resolves allegations of discrimination in the work place or hiring practices.

Recognizing that the State's workforce should reflect the diversity of the population it serves, the State's Executive Branch and independent agencies consistently strive to attract and select highly qualified individuals from the most diverse group possible. The State recognizes and honors the value and dignity of every employee and is committed to providing a work environment that complies with applicable federal and State laws and guidelines, and is free of discrimination, harassment and intolerance.

The State of Maryland's Equal Employment Opportunity Policy is administered in accordance with the following principles:

- Discrimination by State managers, supervisors and employees **will not be tolerated**. The recruitment, selection, appointment, compensation, assignment, promotion, transfer, discipline, and discharge of State employees shall be made without regard to age, ancestry, color, creed, genetic information, gender identity and expression, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.
- Harassment of employees for any reason prohibited by law, including sexual harassment, is employment discrimination, and **will not be tolerated**.
- Cabinet officials, department heads, and heads of independent agencies in State government are expected to take appropriate measures to ensure that their agencies adhere to the State's policy regarding unfair employment practices.
- Agency directors shall ensure that their designated Fair Practices Officers are known to all employees in their respective agencies, and that these officers have the support and responsibilities consistent with relevant provisions of State law and the Governor's Executive Order – Code of Fair Employment Practices.

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- Employees are encouraged to resolve complaints of discrimination at the lowest possible level by contacting their Equal Employment Opportunity or Americans with Disabilities Act Officers. Investigations of complaints of discrimination or harassment will be conducted promptly and thoroughly, and appropriate disciplinary action will be taken against any employee violating State EEO policies.
- Employees will not be subjected to any form of retaliation for filing a complaint of discrimination or harassment, participating in an investigation of a complaint of discrimination or harassment, or for objecting to a discriminatory or other illegal or inappropriate action or practice.
- The Secretary of the Department of Budget and Management is responsible for the oversight of the State of Maryland's EEO Policy. The Statewide EEO Coordinator is responsible for ensuring statewide compliance with the State's EEO policies and practices and administering the State's EEO Program.

THE OFFICE OF THE STATEWIDE EQUAL EMPLOYMENT OPPORTUNITY COORDINATOR

In accordance with Subtitles 2 and 3 of the State Personnel and Pensions Article, the Statewide Equal Employment Opportunity Coordinator administers and enforces the State's EEO Program. The Coordinator performs under the direction and supervision of the Deputy Secretary of the Department of Budget and Management. The Coordinator is responsible for implementing the State's EEO laws, policies and procedures and serves as the State's point of contact regarding EEO related concerns. The Coordinator's office also conducts investigations of discrimination, unfair employment practices, and whistleblower complaints.

In addition to administering and enforcing the State's EEO program, the Office coordinates the activities of the agency Fair Practices Officers, EEO Officers, and the Americans with Disabilities Act (ADA) Officers in accordance with the Governor's Code of Fair Employment Practices.

The OSEEOC is responsible for the following specific tasks:

- Monitoring and evaluating activities, policies and practices of Maryland State government to ensure they are in compliance with State and federal employment provisions and the Governor's Executive Order on Fair Employment Practices;
- Reviewing and investigating appeals of decisions in EEO complaints filed against Executive Branch agencies, including agencies with independent personnel systems and the University System of Maryland, and, as designee of the Secretary, for investigating whistleblower complaints filed against such agencies, with the exception of those filed against the Department of Budget and Management;
- Making certain that State employees understand the State's EEO policies and their rights and responsibilities;
- Coordinating and implementing training on such topics as ADA, Sexual Harassment, Diversity and EEO laws;
- Monitoring discrimination complaints against State agencies filed with the U. S. Equal Employment Opportunity Commission, the Maryland Commission on Civil Rights and other external enforcement agencies;

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- Conducting Agency Audit Compliance Reviews;
- Assisting agency Fair Practices, Equal Employment Opportunity and Americans with Disabilities Act Officers with enforcement efforts;
- Partnering with the Maryland Department of Disabilities to provide ongoing education and assistance to the ADA Officers;
- Providing consultation and technical assistance to agency Fair Practices, EEO, and ADA officers, as well as other agency officials;
- Preparing the Annual Report on the State's EEO Program;
- Preparing and distributing reports in compliance with other State and federal requirements.

SECTION THREE

STATEWIDE

WORKFORCE

STATISTICS

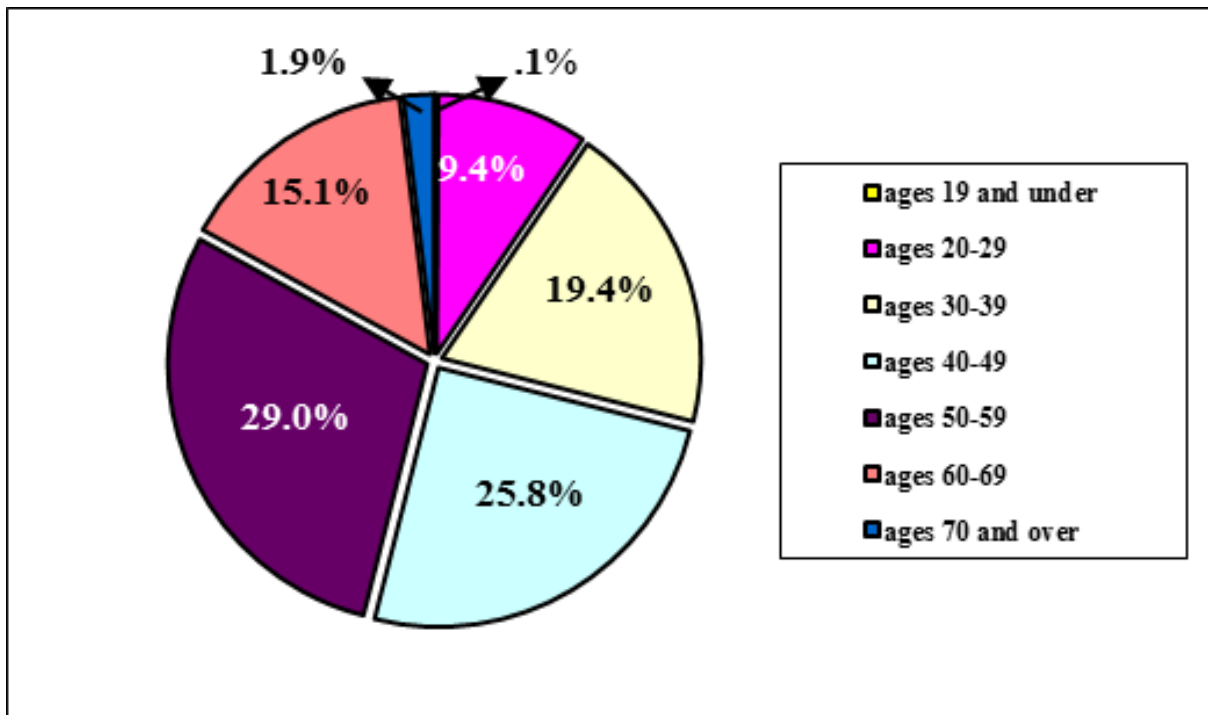
SECTION 3: STATEWIDE WORKFORCE STATISTICS

The Fiscal Year 2014 Annual EEO Report contains data on the total number of State employees in the Executive Branch of State government.

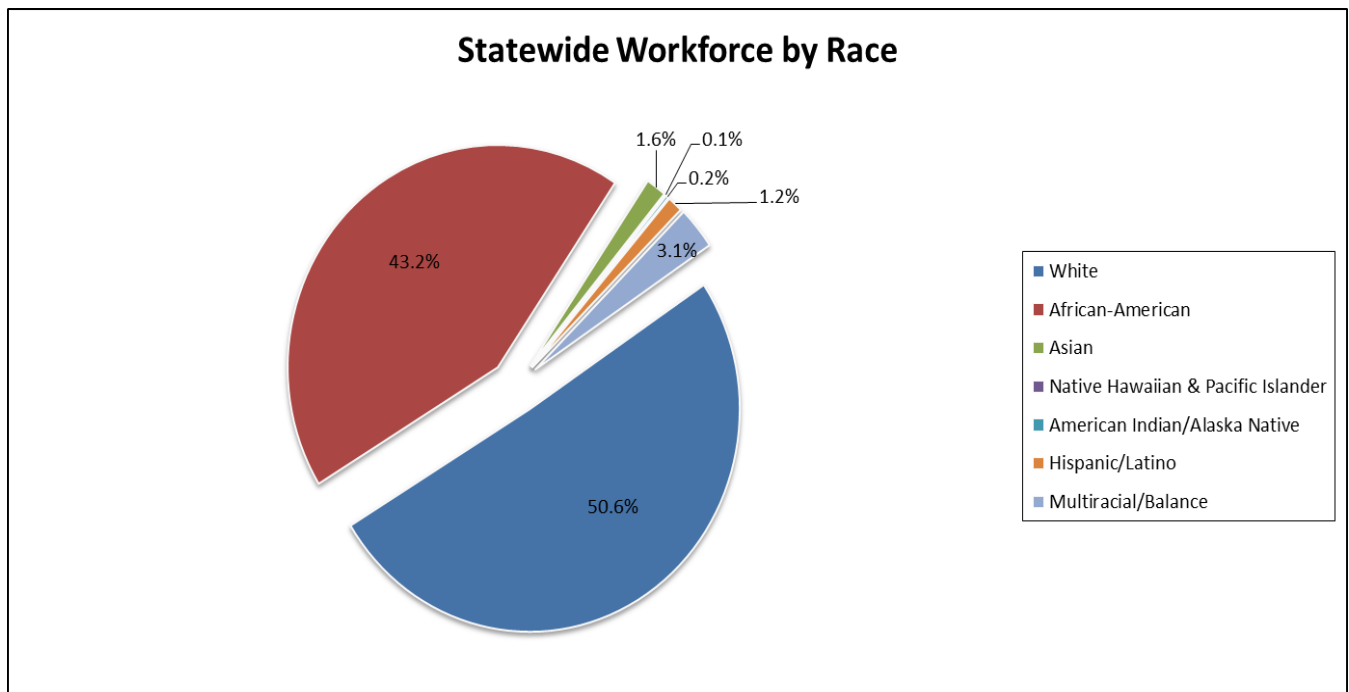
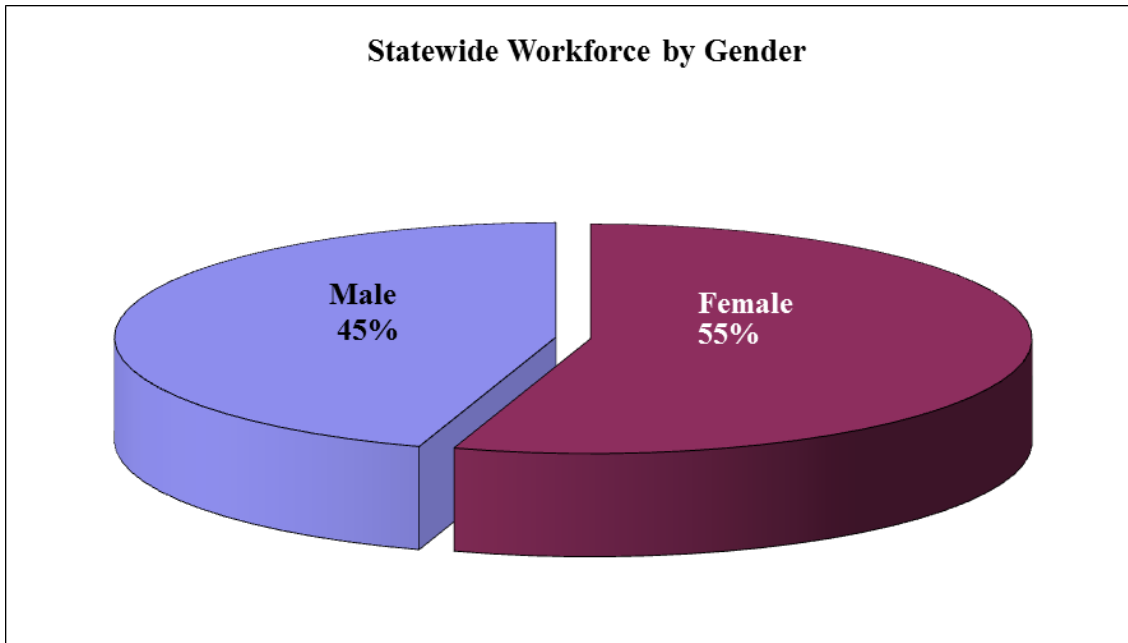
Highlights of the demographic information presented in the following charts include:

- Maryland has a racially diverse workforce with African-Americans holding 43% of State positions and workers identifying themselves as belonging to other minority groups holding 7% of positions.
- Females represent 55% of the State’s workforce in fiscal 2014, a slight decrease from 2009 (56%).
- Over 71% of the State’s workforce in fiscal 2014 was age 40 or older.

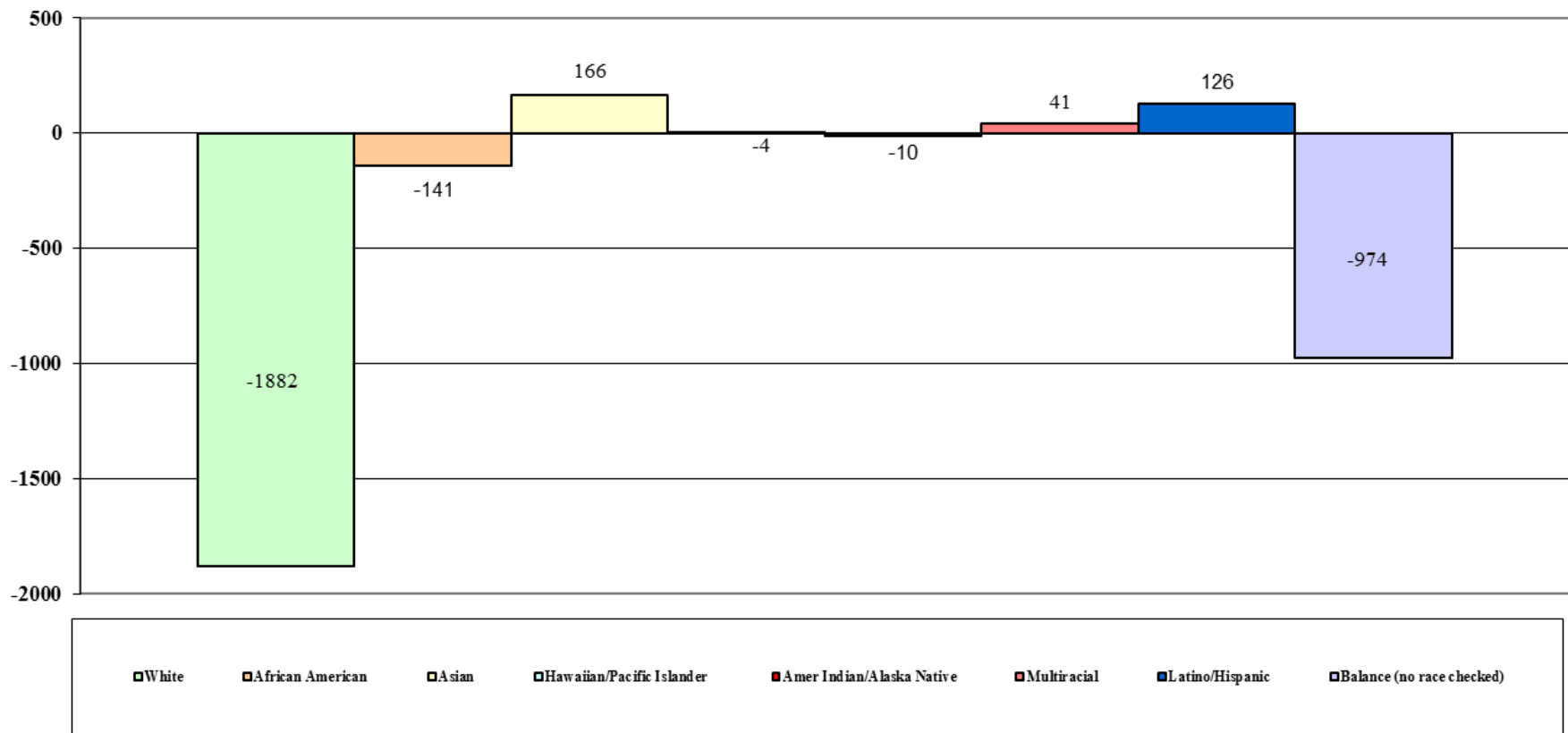
Statewide Workforce by Age



SECTION 3 - SUMMARY HIGHLIGHTS



Change in Employees by Race from Fiscal Year 2009 and 2014



TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2014

EEO Job Category	TOTAL		Race														Ethnicity		
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	4,740	2,378	2,362	1,787	1,541	404	648	41	9	511	40	41	3	100	73	111	16	17	32
		50%	50%	38%	33%	9%	14%	0.08%	0.19%	1.08%	0.84%	0.08%	0.06%	2.11%	1.54%	0.23%	0.34%	0.36%	0.68%
Professionals	21,509	7,227	14,282	4,422	7,045	2,151	6,307	23	25	248	245	13	12	228	357	54	107	88	184
		34%	66%	21%	33%	10%	29%	0.11%	0.12%	1.15%	1.14%	0.06%	0.06%	1.06%	1.66%	0.25%	0.50%	0.41%	0.86%
Technicians	3,222	1,618	1,604	1,092	738	432	792	6	2	27	7	1	1	29	24	14	15	17	25
		50%	50%	34%	23%	13%	25%	0.19%	0.06%	0.84%	0.22%	0%	0.03%	0.90%	0.74%	0.43%	0.47%	0.53%	0.78%
Protective Service Workers: Sworn	2,554	2,285	269	1,641	132	529	128	4	0	22	1	4	0	31	5	3	0	51	3
		89%	11%	64%	5%	21%	5%	0.16%	0%	0.86%	0.04%	0.16%	0%	1.21%	0.20%	0.12%	0.00%	2.00%	0.12%
Protective Service Workers: Non-Sworn	9,406	5,717	3,689	2,955	627	2,523	2,931	7	1	35	9	3	2	134	88	28	13	32	18
		61%	39%	31%	7%	27%	31%	0.07%	0.01%	0.37%	0.10%	0.03%	0.02%	1.42%	0.94%	0.30%	0.14%	0.34%	0.19%
Administrative Support	6,272	723	5,549	301	2,399	365	2,824	1	12	30	61	3	5	7	118	8	47	8	83
		12%	88%	5%	38%	6%	45%	0.02%	0.19%	0.48%	0.97%	0.05%	0.08%	0.11%	1.88%	0.13%	0.75%	0.13%	1.32%
Skilled Craft Workers	2,174	2,106	68	1,442	37	579	26	11	0	22	0	2	0	14	1	12	0	24	4
		97%	3%	66%	2%	27%	1%	0.51%	0%	1.01%	0%	0.09%	0%	0.64%	0%	0.55%	0%	1.10%	0.18%
Service/Maintenance	3,099	1,886	1,213	473	215	1,304	920	4	3	17	11	5	5	41	37	16	5	26	17
		61%	39%	15%	7%	42%	30%	0.13%	0.10%	0.55%	0.35%	0.16%	0.16%	1.32%	1.19%	0.52%	0.16%	0.84%	0.55%
TOTAL	52,976	23,940	29,036	14,113	12,734	8,287	14,576	60	52	452	374	35	28	584	703	146	203	263	366
		45%	55%	26.6%	24.0%	15.6%	27.5%	0.11%	0.10%	0.85%	0.71%	0.07%	0.05%	1.10%	1.33%	0.28%	0.38%	0.50%	0.69%

NOTE: The data include State Personnel Management System (SPMS) and Maryland Department of Transportation (MDOT) full-time and part-time employees; contractals are not included.

FULL-TIME AND PART-TIME EMPLOYEES PERCENTAGE CHANGE — FY 2009 & FY 2014

EEO Job Category		TOTAL		Race																Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)			
				Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Officials and Administrators	2014	TOTAL	4,740	2,378	2,362	1,787	1,541	404	648	4	9	51	40	4	3	100	73	11	16	17	32
				50.2%	49.8%	37.7%	32.5%	8.52%	13.7%	0.08%	0.19%	1.08%	0.84%	0.08%	0.06%	2.11%	1.54%	0.23%	0.34%	0.36%	0.68%
2009	TOTAL	4,530	2,430	2,100	1,869	1,405	360	525	2	3	32	24	2	1	142	112	10	8	13	22	
				53.6%	46.4%	41.3%	31.0%	7.95%	11.59%	0.04%	0.07%	0.71%	0.53%	0.04%	0.02%	3.13%	2.47%	0.22%	0.18%	0.29%	0.49%
Professionals	2014	TOTAL	21,509	7,227	14,282	4,422	7,045	2,151	6,307	23	25	248	245	13	12	228	357	54	107	88	184
				33.6%	66.4%	20.6%	32.8%	10.00%	29.3%	0.11%	0.12%	1.15%	1.14%	0.06%	0.06%	1.06%	1.66%	0.25%	0.50%	0.41%	0.86%
2009	TOTAL	22,671	7,709	14,962	4,829	7,664	2,126	6,246	19	34	210	204	8	9	399	591	37	91	81	123	
				34.0%	66.0%	21.3%	33.8%	9.38%	27.6%	0.08%	0.15%	0.93%	0.90%	0.04%	0.04%	1.76%	2.61%	0.16%	0.40%	0.36%	0.54%
Technicians	2014	TOTAL	3,222	1,618	1,604	1,092	738	432	792	6	2	27	7	1	1	29	24	14	15	17	25
				50.2%	49.8%	33.9%	22.9%	13.41%	24.6%	0.19%	0.06%	0.84%	0.22%	0%	0.03%	0.90%	0.74%	0.43%	0.47%	0.53%	0.78%
2009	TOTAL	3,241	1,608	1,633	1,174	826	340	732	7	2	25	4	2	2	28	33	17	13	15	21	
				49.6%	50.4%	36.2%	25.5%	10.49%	22.6%	0.22%	0.06%	0.77%	0.12%	0.06%	0.06%	0.86%	1.02%	0.52%	0.40%	0.46%	0.65%
Protective Service Workers: Sworn	2014	TOTAL	2,554	2,285	269	1,641	132	529	128	4	-	22	1	4	-	31	5	3	-	51	3
				89.5%	10.5%	64.3%	5.2%	20.71%	5.0%	0.16%	0%	0.86%	0.04%	0.16%	0%	1.21%	0.20%	0.12%	0.00%	2.00%	0.12%
2009	TOTAL	2,288	2,044	244	1,505	137	410	92	3	-	10	1	1	-	75	12	1	1	39	1	
				89.3%	10.7%	65.8%	6.0%	17.92%	4.0%	0.13%	0%	0.44%	0%	0.04%	0%	3.28%	0.52%	0.04%	0.04%	1.70%	0.04%
Protective Service Workers: Non-Sworn	2014	TOTAL	9,406	5,717	3,689	2,955	627	2,523	2,931	7	1	35	9	3	2	134	88	28	13	32	18
				60.8%	39.2%	31.4%	6.7%	26.82%	31.2%	0.07%	0.01%	0.37%	0.10%	0.03%	0.02%	1.42%	0.94%	0.30%	0.14%	0.34%	0.19%
2009	TOTAL	9,127	5,587	3,540	2,872	526	2,323	2,759	6	6	17	2	5	1	311	215	26	16	27	15	
				61.2%	38.8%	31.5%	5.8%	25.45%	30.23%	0.07%	0.07%	0.19%	0.02%	0.05%	0.01%	3.41%	2.36%	0.28%	0.18%	0.30%	0.16%
Administrative Support	2014	TOTAL	6,272	723	5,549	301	2,399	365	2,824	1	12	30	61	3	5	7	118	8	47	8	83
				11.5%	88.5%	4.8%	38.2%	5.82%	45.0%	0.02%	0.19%	0.48%	0.97%	0.05%	0.08%	0.11%	1.88%	0.13%	0.75%	0.13%	1.32%
2009	TOTAL	7,536	760	6,776	318	3,071	373	3,300	1	19	28	52	3	9	26	198	6	47	5	80	
				10.1%	89.9%	4.2%	40.8%	4.95%	43.8%	0.01%	0.25%	0.37%	0.69%	0.04%	0.12%	0.35%	2.63%	0.08%	0.62%	0.07%	1.06%
Skilled Craft Workers	2014	TOTAL	2,174	2,106	68	1,442	37	579	26	11	-	22	-	2	-	14	1	12	-	24	4
				96.9%	3.1%	66.3%	1.7%	26.63%	1.2%	0.51%	0%	1.01%	0%	0.09%	0.0%	0.64%	0.05%	0.55%	0.00%	1.10%	0.18%
2009	TOTAL	2,107	2,048	59	1,369	37	595	22	11	-	19	-	4	-	19	-	11	-	20	-	
				97.2%	2.8%	65.0%	1.8%	28.24%	1.04%	0.52%	0%	0.90%	0%	0.19%	0.0%	0.90%	0.00%	0.52%	0.00%	0.95%	0%
Service Maintenance	2014	TOTAL	3,099	1,886	1,213	473	215	1,304	920	4	3	17	11	5	5	41	37	16	5	26	17
				60.9%	39.1%	15.3%	6.9%	42.08%	29.7%	0.13%	0.10%	0.55%	0.35%	0.16%	0.16%	1.32%	1.19%	0.52%	0.16%	0.84%	0.55%
2009	TOTAL	4,143	2,123	2,020	579	544	1,433	1,369	6	4	19	13	4	8	43	59	18	7	21	16	
				51.2%	48.8%	14.0%	13.1%	34.59%	33.0%	0.14%	0.10%	0.46%	0.31%	0.10%	0.19%	1.04%	1.42%	0.43%	0.17%	0.51%	0.39%

STATEWIDE WORKFORCE BY AGE

AGE	TOTAL		Race														Ethnicity		
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
19 or under	55	24	31	14	16	9	13	0	0	0	2	0	0	0	0	0	0	1	0
		44%	56%	25%	29%	58%	24%	0%	0%	0.00%	4%	0%	0%	0%	0%	0%	0%	1.82%	0.00%
20-29	4,459	2,001	2,458	1,322	1,011	585	1,304	2	6	29	35	7	3	10	17	17	22	29	60
		45%	55%	30%	23%	13%	29%	0.04%	0.13%	0.65%	0.78%	0.16%	0.07%	0.22%	0.38%	0.38%	0.49%	0.65%	1.35%
30-39	9,175	3,655	5,520	2,210	2,206	1,227	2,937	7	13	79	94	4	7	59	128	24	44	45	91
		40%	60%	24%	24%	13%	32%	0.08%	0.14%	0.86%	1.02%	0.04%	0.08%	0.64%	1.40%	0.26%	0.48%	0.49%	0.99%
40-49	11,856	4,657	7,199	2,583	2,836	1,756	3,838	8	6	78	113	3	9	151	252	24	47	54	98
		39%	61%	22%	24%	15%	32%	0.07%	0.05%	0.66%	0.95%	0.03%	0.08%	1.27%	2.13%	0.20%	0.40%	0.46%	0.83%
50-59	13,792	4,949	8,843	2,860	4,267	1,724	4,058	12	16	70	81	4	8	213	279	22	43	44	91
		36%	64%	21%	31%	13%	29%	0.09%	0.12%	0.51%	0.59%	0.03%	0.06%	1.54%	2.02%	0.16%	0.31%	0.32%	0.66%
60-69	7,154	2,991	4,163	1,909	2,185	831	1,712	5	9	53	44	4	4	151	157	8	14	30	38
		42%	58%	27%	31%	12%	24%	0.07%	0.13%	0.74%	0.62%	0.06%	0.06%	2.11%	2.19%	0.11%	0.20%	0.42%	0.53%
70 and over	910	504	406	320	237	119	130	3	0	10	6	0	0	46	28	3	2	3	3
		55%	45%	35%	26%	13%	14%	0%	0%	1.1%	0.7%	0%	0%	5.1%	3.1%	0.3%	0.2%	0.3%	0.3%
TOTAL	47,401	18,781	28,620	11,218	12,758	6,251	13,992	37	50	319	375	22	31	630	861	98	172	206	381
		40%	60%	23.7%	26.9%	13.2%	29.5%	0.08%	0.11%	0.67%	0.79%	0.05%	0.07%	1.33%	1.82%	0.21%	0.36%	0.43%	0.80%

NOTE: The data include SPMS and Independent agencies, excluding MDOT, Towson University, Frostburg State University, Salisbury University, Maryland Automobile Insurance Fund, Baltimore City Sheriff's Office and Maryland Environmental Services. Contractuals are not included.

STATEWIDE WORKFORCE BY SERVICE TYPE

Service Type	TOTAL		Race														Ethnicity		
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
Executive	1,013	601	412	449	261	119	127	0	2	14	7	0	0	7	6	9	2	3	7
		59%	41%	44%	26%	12%	13%	0%	0.20%	1.4%	0.7%	0%	0%	0.69%	0.59%	0.89%	0.20%	0.30%	0.69%
Independent	200	127	73	90	42	30	25	0	0	1	2	1	0	2	3	21	0	1	1
		64%	37%	45%	21%	15%	13%	0%	0%	0.50%	1.00%	0.50%	0%	1.00%	1.50%	1%	0.00%	0.5%	0.50%
Management	2,113	1,057	1,056	799	662	180	315	2	3	22	22	3	2	40	31	3	7	8	14
		50%	50%	38%	31%	9%	15%	0.09%	0%	1.04%	1.04%	0.14%	0.09%	1.89%	1.47%	0.14%	0.33%	0.38%	0.66%
Professional	4,028	901	3,127	655	2,111	177	835	4	4	32	50	4	4	13	67	7	27	9	29
		22%	78%	16%	52%	4%	21%	0.10%	0.10%	0.79%	1.24%	0.10%	0.10%	0.32%	1.66%	0.17%	0.67%	0.22%	0.72%
Skilled Service	30,308	12,312	17,996	6,785	6,568	4,794	10,420	31	29	185	190	8	14	338	452	64	102	107	221
		41%	59%	22%	22%	16%	34%	0.10%	0.10%	0.61%	0.63%	0.03%	0.05%	1.12%	1.49%	0.21%	0.34%	0.35%	0.73%
Special Appointment	4,179	1,621	2,558	1,136	1,568	290	767	2	3	33	41	2	4	118	110	8	22	32	43
		39%	61%	27%	38%	7%	18%	0.05%	0.07%	0.79%	0.98%	0%	0.10%	2.82%	2.63%	0.19%	0.53%	0.77%	1.03%
Designated Political Appointment	356	127	229	94	153	23	64	0	1	7	1	0	0	2	6	1	1	0	3
		36%	64%	26%	43%	6%	18%	0%	0.28%	1.97%	0.28%	0%	0%	0.56%	1.69%	0%	0.28%	0%	0.84%
MDOT Commission	5	4	1	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		80%	20%	80%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Permanent MTA Union	2,547	1,618	929	334	15	1,210	891	3	2	7	0	5	4	37	15	12	2	10	0
		64%	36%	13%	1%	48%	35%	0.12%	0.08%	0.27%	0%	0.20%	0.16%	1.45%	0.59%	0.47%	0.08%	0.39%	0%
Uniform Police	1,607	1,476	131	1,168	82	255	46	0	0	14	1	3	0	0	0	2	0	34	2
		92%	8%	73%	5%	16%	3%	0%	0%	0.87%	0.06%	0.19%	0%	0%	0%	0.12%	0%	2.12%	0.12%
Transportation Service	6,620	4,096	2,524	2,599	1,271	1,209	1,086	18	8	137	60	9	0	27	13	38	40	59	46
		62%	38%	39%	19%	18%	16%	0.27%	0.12%	2.07%	0.91%	0.14%	0%	0.41%	0.20%	0.57%	0.60%	0.89%	0.69%
TOTAL	52,976	23,940	29,036	14,113	12,734	8,287	14,576	60	52	452	374	35	28	584	703	146	203	263	366
		45%	55%	26.6%	24.0%	15.6%	27.5%	0.11%	0.10%	0.85%	0.71%	0.07%	0.05%	1.10%	1.33%	0.28%	0.38%	0.50%	0.69%

NOTE: The data include SPMS and MDOT full-time and part-time employees; contractals are not included.

SECTION FOUR

WORKFORCE

UTILIZATION

SECTION 4: WORKFORCE UTILIZATION

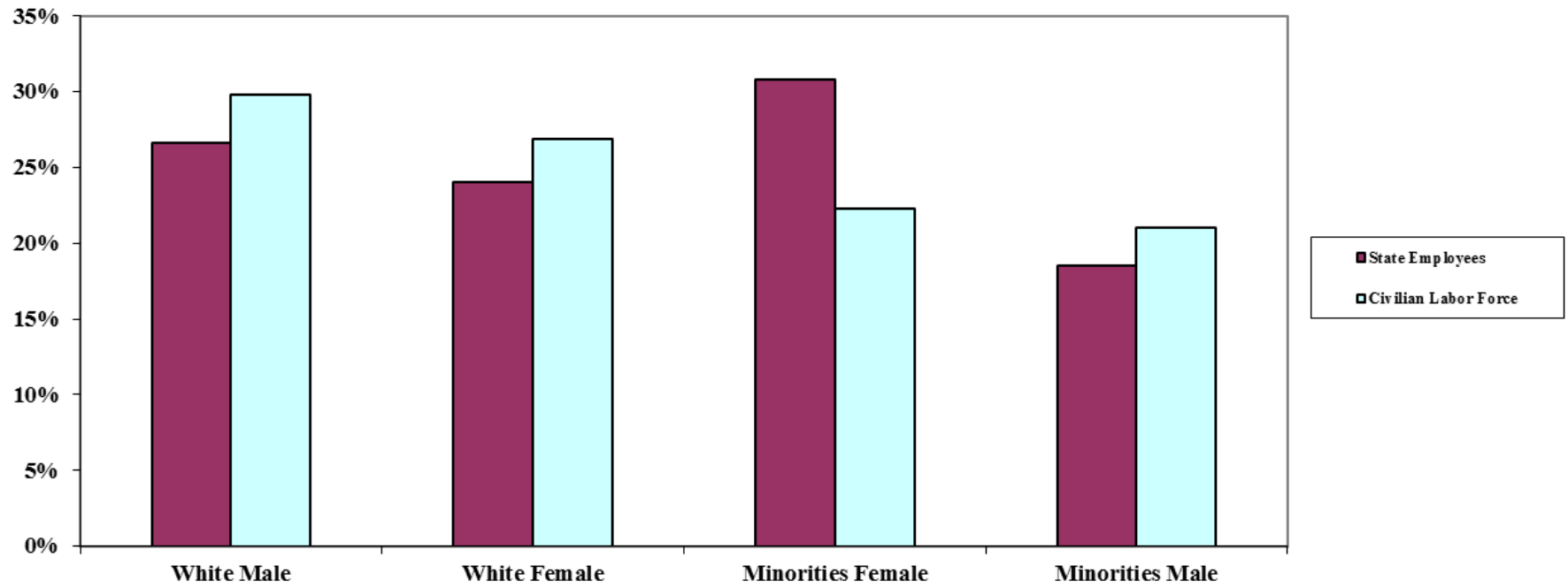
Section four provides a narrative and statistical comparison of the State's workforce with the Civilian Labor Force (CLF) in the eight EEO job categories.

SUMMARY HIGHLIGHTS

Trends displayed in the following charts are highlighted as follows:

- White males and females and Minority males represent a higher proportion of the CLF than State government's workforce, while Minority females represent a higher proportion of the State government's workforce than the CLF.
- Minorities hold 31% of the State positions classified as Officials and Administrators slightly lower than the CLF availability.
- African-Americans represent a higher proportion of the State's workforce than the CLF.
- African-Americans in the State's workforce exceeded the CLF availability in six of the eight EEO sub-categories. Sworn Protective Service Workers is the only category where African-Americans are more prevalent in the CLF.
- African-American females in the State's workforce far exceeded the CLF availability in the Administrative Support category, while African-American males far exceeded the CLF availability in the Service Maintenance category.
- Males categorized as White represent a higher share of State government sworn Protective Service Workers than in the CLF.
- The largest representation of females in FY 2014 was in the Professional job category (14,282).

Comparison of State Employees/Civilian Labor Force



STATEWIDE WORKFORCE UTILIZATION ANALYSIS — FISCAL YEAR 2014

EEO JOB CATEGORY	WHITE						AFRICAN-AMERICAN						OTHER MINORITIES						TOTAL PERMANENT POSITIONS
	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	MALE	State CLF	Index Under	FEMALE	State CLF	Index Under	
Officials and Administrators	# 1,787	39.9%		1,541	27.0%		404	9.5%		648	13.1%		187	5.7%		173	4.5%		4,740
	% 37.7%		-2.2%	32.51%		5.5%	8.5%		-1.0%	13.7%		0.6%	3.95%		-1.8%	3.65%		-1%	
Professionals	# 4,422	30%		7,045	33.9%		2,151	8.2%		6,307	14.0%		654	7.3%		930	7.0%		21,509
	% 20.6%		-8.9%	32.8%		-1.1%	10.0%		1.8%	29.3%		15.3%	3.0%		-4%	4.3%		-2.7%	
Technicians	# 1,092	27%		738	28.3%		432	10.7%		792	20.5%		94	7.2%		74	6.7%		3,222
	% 33.9%		7%	22.9%		-5.4%	13.4%		2.7%	24.6%		4.1%	2.9%		-4.28%	2.3%		-4.40%	
Protective Service Workers: Sworn	# 1,641	37.7%		132	7.9%		529	30.9%		128	17.6%		115	4.3%		9	1.5%		2,554
	% 64.3%		27%	5.2%		-2.7%	20.7%		-10.2%	5.0%		-12.6%	4.5%		0%	0.4%		-1%	
Protective Service Workers: Non-Sworn	# 2,955	31.0%		627	28.5%		2,523	14.3%		2,931	17.8%		239	4.3%		131	4.1%		9,406
	% 31.4%		0.4%	7%		-21.8%	27%		12.5%	31%		14.5%	2.5%		-1.8%	1.4%		-2.71%	
Administrative Support	# 301	20.0%		2,399	36.4%		365	10.3%		2,824	21.7%		57	4.6%		326	7.2%		6,272
	% 4.8%		-15.2%	38.2%		1.8%	5.8%		-4.5%	45.0%		23.3%	0.9%		-3.69%	5.2%		-2%	
Skilled Craft Workers	# 1,442	57.5%		37	2.6%		579	17.5%		26	1.6%		85	19.8%		5	1.0%		2,174
	% 66.3%		8.8%	1.7%		-0.9%	26.6%		9.1%	1.2%		-0.4%	3.9%		-15.90%	0.2%		-0.8%	
Service-Maintenance	# 473	24.2%		215	20.1%		1,304	18.5%		920	15.5%		109	11.7%		78	10.0%		3,099
	% 15.3%		-9%	6.9%		-13.16%	42.1%		23.6%	29.7%		14.2%	3.5%		-8.18%	2.5%		-7.5%	
TOTALS	# 14,113	29.8%		12,734	26.9%		8,287	12.8%		14,576	15.6%		1,540	8.2%		1,726	6.7%		52,976
	% 26.6%		-3.2%	24.0%		-2.9%	15.6%		2.8%	27.5%		11.9%	2.9%		-5.29%	3.3%		-3.4%	

NOTE: The data include SPMS and MDOT full-time and part-time employees; contractals are not included.

2014 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Executive Department	29	29	58	5	14	19	3	2	5	82
Baltimore City Community College	50	49	99	102	168	270	9	10	19	388
Baltimore City Sheriff's Office	9	2	11	80	27	107	5	0	5	123
Board of Elections Laws	32	95	127	18	32	50	2	15	17	194
Board of Public Works	1	5	6	2	0	2	0	0	0	8
Boards and Commissions	13	43	56	3	24	27	5	4	9	92
Canal Place	0	3	3	0	0	0	0	0	0	3
College Savings Plan	1	6	7	0	3	3	1	2	3	13
Comptroller of the Treasury	221	327	548	72	329	401	30	55	85	1,034
Deaf and Hard of Hearing	0	3	3	0	0	0	0	0	0	3
Dept of Aging	21	55	76	24	77	101	2	9	11	188
Dept of Agriculture	168	132	300	16	29	45	14	13	27	372
Dept of Assessment and Taxation	122	163	285	41	191	232	12	19	31	548
Dept Budget and Management	48	87	135	34	99	133	8	18	26	294
Dept Business and Economic Development	52	75	127	15	42	57	8	14	22	206
Dept of Disabilities	5	13	18	0	3	3	0	1	1	22
Dept of Education	197	524	721	95	427	522	21	40	61	1,304
Dept of Environment	329	268	597	77	94	171	52	36	88	856

2014 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White			African-American			Other Minorities			TOTAL Employees
	Male	Female	TOTAL	Male	Female	TOTAL	Male	Female	TOTAL	
Dept of General Services	187	67	254	128	106	234	25	21	46	534
Dept Health and Mental Hygiene	1,156	3,453	4609	796	2,322	3118	185	394	579	8,306
Dept Housing and Community Development	70	98	168	29	83	112	14	18	32	312
Dept Human Resources	391	1,790	2181	603	3034	3637	58	194	252	6,070
Dept Juvenile Services	308	289	597	439	735	1174	47	83	130	1,901
Dept Labor, Licensing and Regulation	427	385	812	186	499	685	50	70	120	1,617
Dept Natural Resources	637	368	1005	62	63	125	53	23	76	1,206
Dept Maryland State Police	1,512	327	1839	221	134	355	64	19	83	2,277
Dept of Planning	48	52	100	5	19	24	7	8	15	139
Dept Public Safety and Correctional Services	3,178	1,129	4307	2,327	3,331	5658	244	194	438	10,403
Dept of Transportation	3,324	1,510	4834	2,529	2,096	4625	389	212	601	10,060
Governor's Office for Children	5	6	11	1	2	3	0	1	1	15
Historic St Mary's City Commission	16	9	25	0	1	1	1	0	1	27
Maryland State Archives	15	18	33	7	6	13	6	0	6	52
MD Automobile Insurance Fund	69	96	165	15	42	57	6	7	13	235
MD Board of Contract Appeals	2	1	3	0	1	1	0	1	1	5
MD Commission on Civil Rights	4	7	11	3	13	16	2	2	4	31
Military Department	119	41	160	63	31	94	10	5	15	269

2014 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
MD Energy Administration	12	8	20	2	6	8	1	1	2	30
MD Environmental Services	440	145	585	101	26	127	29	13	42	754
MD Food Center Authority	11	6	17	4	1	5	1	1	2	24
MD Health Benefit Exchange	3	17	20	5	17	22	4	3	7	49
MD Health Insurance Plan	3	2	5	0	2	2	0	1	1	8
MD Higher Education Commission	16	15	31	4	15	19	0	3	3	53
MD Institute for Emer Medical Servs Systems	36	29	65	6	7	13	3	5	8	86
MD Insurance Administration	71	84	155	26	66	92	5	6	11	258
MD Judiciary	652	1,473	2125	231	1009	1240	84	270	354	3,719
MD Museum of African American History & Culture	2	1	3	5	11	16	0	2	2	21
MD State Lottery & Gaming Control Agency	89	48	137	58	48	106	6	10	16	259
MD Public Television	51	40	91	9	10	19	13	11	24	134
MD State Retirement Agency	36	37	73	19	67	86	10	10	20	179
MD School for the Deaf	75	191	266	16	12	28	5	14	19	313
MD Stadium Authority	39	15	54	16	10	26	2	1	3	83
MD Tax Court	5	2	7	0	0	0	1	0	1	8
MD State Treasurer's Office	11	22	33	3	8	11	2	3	5	49
MD Teachers/Employee Supplemental Retirement	3	6	9	0	4	4	0	1	1	14
MD Veteran's Affairs	25	13	38	14	6	20	7	2	9	67

2014 SUMMARY OF AGENCY WORKFORCE ANALYSIS

AGENCY	White		TOTAL	African-American		TOTAL	Other Minorities		TOTAL	TOTAL Employees
	Male	Female		Male	Female		Male	Female		
Morgan State University	104	54	158	353	443	796	64	41	105	1059
Office of Administrative Hearings	27	39	66	5	25	30	2	15	17	113
Office of Attorney General	73	101	174	12	30	42	4	5	9	225
Office of Information Technology	41	37	78	7	12	19	10	7	17	114
Office of People's Counsel	5	5	10	0	3	3	3	2	5	18
Office of Public Defender	222	285	507	47	192	239	42	86	128	874
Office of the Secretary	9	9	18	1	4	5	1	0	1	24
Office of State Prosecutor	7	4	11	0	2	2	0	1	1	14
Property Tax Assessment Appeals Board	26	16	42	6	10	16	41	10	51	109
Public School Construction Program	5	7	12	4	1	5	0	1	1	18
Public Service Commission	30	34	64	10	19	29	21	23	44	137
St. Mary's College of Maryland	140	160	300	27	26	53	19	14	33	386
Subsequent Injury Fund	7	9	16	1	3	4	0	0	0	20
Uninsured Employer's Fund	3	3	6	0	4	4	0	1	1	11
University of Maryland Systems	10,655	11,559	22,214	2,861	4,584	7,445	4,735	4,363	9,098	38,757
Worker's Compensation Commission	13	26	39	10	44	54	3	9	12	105
TOTAL-Maryland State Work Force	25,713	26,027	51,580	11,798	20,773	32,571	6,441	6,420	12,861	97,281
	26.4%	26.8%	53.0%	12.1%	21.4%	33.5%	6.6%	6.6%	13.2%	
TOTAL - Civilian Labor Force	925,065	835,205	1,760,270	398,565	483,405	881,970	254,445	211,240	465,685	3,107,925

NOTE: The data include SPMS and MDOT full-time and part-time employees; contractuels are not included.

SECTION FIVE

DISTRIBUTION OF

STATE EMPLOYEE

WORKFORCE BY SALARY

AND GRADE AND BY RACE

AND GENDER

SECTION 5: DISTRIBUTION OF STATE EMPLOYEE WORKFORCE BY SALARY AND GRADE AND BY RACE AND GENDER

INTRODUCTION

Section five presents the salary and grade of employees by race and gender. This section includes a comparison of salary and grade information for Fiscal Years 2009 through 2014.

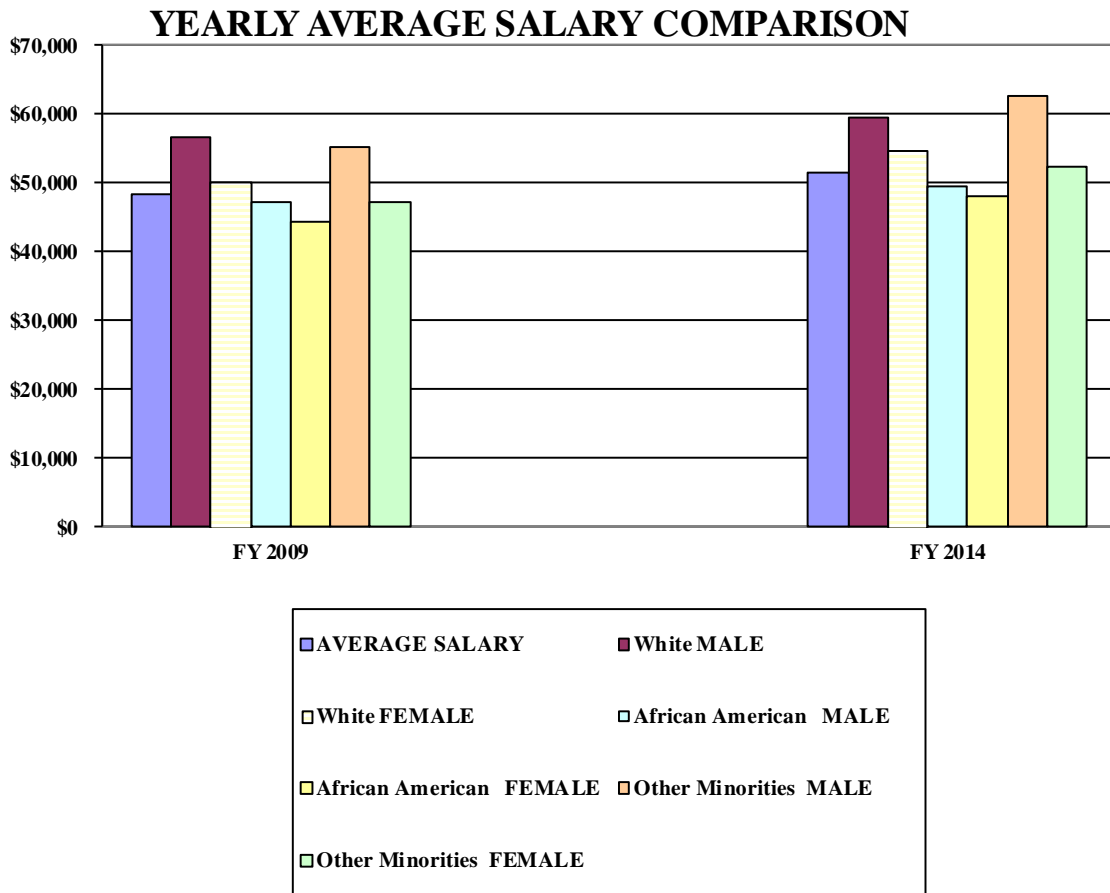
SUMMARY HIGHLIGHTS

Trends displayed in the following charts include:

- Male employees were paid an average of \$5,485 more than female employees in fiscal 2014.
- The salary gap between men and women of the same race dropped from 2009 to 2014 for Whites and African-Americans. Salaries of white men exceeded those of white women by \$4,628 in 2014, an improvement over the \$6,440 gap in 2009. Similarly, the gap between African American males and females fell from \$2,818 in 2009 to \$1,589 in 2014.
- White employees were paid an average of \$57,043 in fiscal 2014 compared to \$48,780 for African-American employees, and \$57,416 for Other minority employees.
- The salary differentials between men and women and Whites and African-Americans are related to differences in the types of positions held. Whites (77%) and men (60%) are far more likely than African-Americans (18%) and women (40%) to hold positions in the Executive Pay Plan and positions classified as Grade 24 and above. African-Americans, in contrast, hold a majority of the positions classified at Grade 8 or below. Females hold approximately 72% of positions classified at Grade 11 and below.

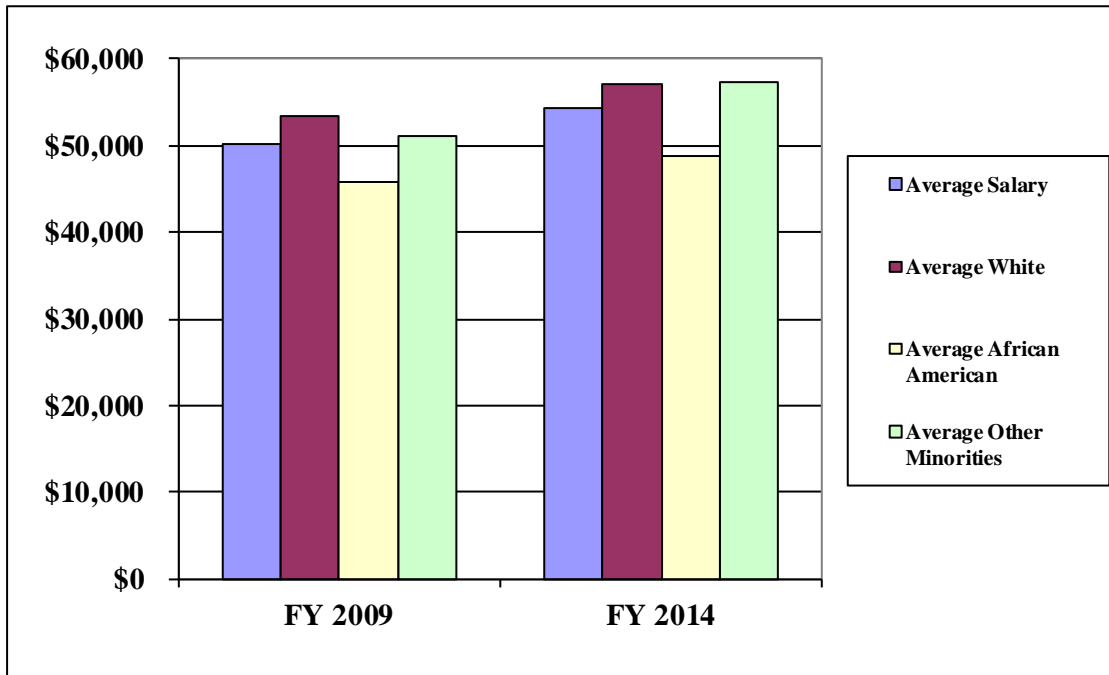
**COMPARISON OF AVERAGE SALARIES BY RACE AND
GENDER FOR FY 2009 AND FY 2014**

YEAR	AVERAGE SALARY	White		African American		Other Minorities	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
FY 2009	\$48,221	\$56,582	\$50,142	\$47,228	\$44,410	\$55,301	\$47,116
FY 2014	\$51,378	\$59,357	\$54,729	\$49,574	\$47,985	\$62,535	\$52,296



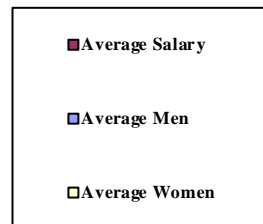
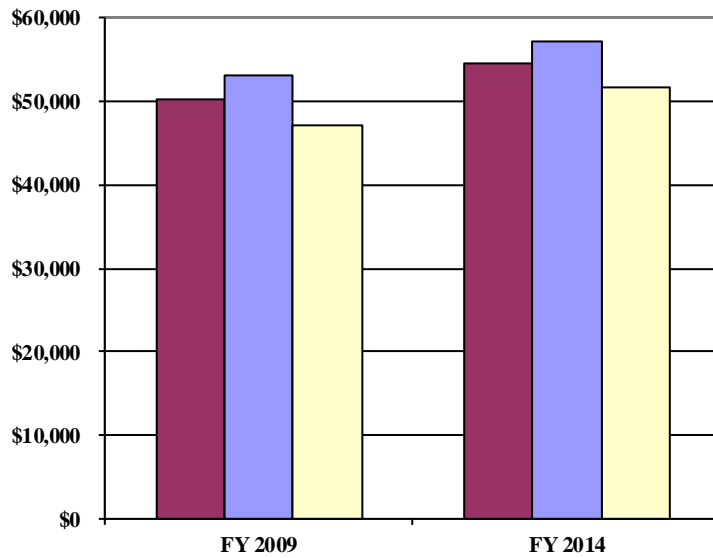
**COMPARISON OF AVERAGE SALARIES BY RACE
FOR FY 2009 AND FY 2014**

Year	Average Salary	White	African American	Other Minorities
FY 2009	\$50,130	\$53,362	\$45,819	\$51,209
FY 2014	\$54,413	\$57,043	\$48,780	\$57,416



**COMPARISON OF AVERAGE SALARIES BY GENDER
FOR FY 2009 AND FY 2014**

Year	Average Salary	Men	Women
FY 2009	\$50,130	\$53,037	\$47,223
FY 2014	\$54,413	\$57,155	\$51,670



WORKFORCE BY SALARY, RACE AND GENDER — FISCAL YEAR 2014

Salary	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
\$10,000 or Less	11	9 ¹	2	8 ¹	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		82%	18%	73%	18%	9%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
\$10,001 - \$20,000	10	5 ¹	5	4 ¹	3	1	1	0	0	0	0	0	0	0	0	0	0	0	1
		50%	50%	40%	30%	10%	10%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	10%
\$20,001 - \$30,000	1,707	729 ¹	978	335 ¹	366	332	544	2	1	21 ¹	17	0	1	11 ¹	21	12 ¹	7	16 ¹	21
		43%	57%	20%	21%	19%	32%	0.12%	0.1%	1.2%	1.0%	0.00%	0.06%	0.6%	1.2%	0.7%	0.4%	0.9%	1.2%
\$30,001 - \$40,000	8,757	2,996 ¹	5,761	1,545 ¹	2,233	1,272	3,178	11	15	68 ¹	63	7 ¹	3	28 ¹	111	23 ¹	45	42	113
		34%	66%	18%	25%	15%	36%	0.1%	0.2%	0.8%	0.7%	0.08%	0.03%	0.3%	1.3%	0.3%	0.5%	0.5%	1.3%
\$40,001 - \$50,000	15,386	6,957 ¹	8,429	3,927 ¹	3,109	2,699	4,897	17	13	80 ¹	75	8 ¹	9	111 ¹	176	36 ¹	60	79	90
		45%	55%	26%	20%	18%	32%	0.1%	0.1%	0.5%	0.5%	0.05%	0.06%	0.7%	1.1%	0.2%	0.4%	0.5%	0.6%
\$50,001 - \$60,000	9,250	3,817 ¹	5,433	2,422 ¹	2,556	1,176	2,561	9	8	67 ¹	79	4 ¹	6	76 ¹	121	24 ¹	41	39	61
		41%	59%	26%	28%	13%	28%	0.10%	0.1%	0.7%	0.9%	0.04%	0.06%	0.8%	1.3%	0.3%	0.4%	0.4%	0.7%
\$60,001 and Over	14,661	7,475 ¹	7,186	5,332 ¹	4,271	1,539	2,394	17	11	201 ¹	136	11 ¹	4	270 ¹	245	37 ¹	47	68 ¹	78
		51%	49%	36%	29%	10%	16%	0.1%	0.08%	1.4%	0.9%	0.1%	0.03%	1.8%	1.7%	0.3%	0.3%	0.5%	0.5%
Hourly/Daily	3,194	1,952 ¹	1,242	540 ¹	194	1,267	1,001	4	4	15 ¹	4	5 ¹	5	88 ¹	29	14 ¹	3	19 ¹	2
		61%	39%	17%	6%	40%	31%	0.1%	0.1%	0.5%	0.1%	0.2%	0.2%	2.8%	0.9%	0.4%	0.1%	0.6%	0.06%
TOTAL	52,976	23,940¹	29,036	14,113¹	12,734	8,287	14,576	60	52	452¹	374	35¹	28	584¹	703	146¹	203	263¹	366
		45%	55%	27%	24%	16%	28%	0.11%	0.10%	0.85%	0.71%	0.07%	0.05%	1.10%	1.33%	0.28%	0.38%	0.50%	0.69%

NOTE: Data include SPMS and MDOT full-time and part-time employees; contractals are not included.

WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2014

Grade	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Flat/Slope	831	422	409	286	268	102	126	5	2	19	5	0	1	1	0	3	4	6	3
		51%	49%	34%	32%	12%	15%	1%	0.2%	2%	0.6%	0.00%	0.12%	0.1%	0%	0.4%	0%	1%	0.4%
Grade 5 — (\$21,612 - \$33,309)	474	208	266	73	106	113	126	0	0	11	7	0	1	2	15	2	1	7	10
		44%	56%	15%	22%	24%	27%	0.00%	0.00%	2.32%	1.48%	0.00%	0.21%	0.42%	3.16%	0.42%	0.21%	1.48%	2.11%
Grade 6 — (\$22,897 - \$35,411)	567	349	218	156	70	169	128	1	0	3	4	0	0	7	3	7	1	6	12
		62%	38%	28%	12%	30%	23%	0.18%	0.00%	0.53%	0.71%	0.00%	0.00%	1.23%	0.53%	1.23%	0.18%	1.06%	2.12%
Grade 7 — (\$24,272 - \$37,667)	1,015	302	713	134	248	149	427	0	1	4	8	0	0	9	19	4	4	2	6
		30%	70%	13%	24%	15%	42%	0.00%	0.10%	0.39%	0.79%	0.00%	0.00%	0.89%	1.87%	0.39%	0.39%	0.20%	0.59%
Grade 8 — (\$25,744 - \$40,073)	1,332	370	962	152	340	195	562	2	3	4	12	1	0	3	17	3	5	10	23
		28%	72%	11%	26%	15%	42%	0.15%	0.23%	0.30%	0.90%	0.08%	0.00%	0.23%	1.28%	0.23%	0.38%	0.75%	1.73%
Grade 9 — (\$27,319 - \$42,653)	1,586	372	1,214	203	483	146	667	3	0	6	9	0	0	6	29	2	6	6	20
		23%	77%	13%	30%	9%	42%	0.19%	0.00%	0.38%	0.57%	0.00%	0.00%	0.38%	1.83%	0.1%	0.38%	0.38%	1.26%
Grade 10 — (\$29,003 - \$45,411)	2,976	1,085	1,891	662	833	364	945	5	8	30	26	2	4	3	25	9	17	10	33
		36%	64%	22%	28%	12%	32%	0.17%	0.27%	1.01%	0.87%	0.07%	0.13%	0.10%	0.84%	0.30%	0.57%	0.34%	1.11%
Grade 11 — (\$30,804 - \$48,369)	3,046	722	2,324	351	818	337	1,385	1	4	10	15	1	1	10	53	6	16	6	32
		24%	76%	12%	27%	11%	45%	0.03%	0.13%	0.33%	0.49%	0.03%	0.03%	0.33%	1.74%	0.20%	0.53%	0.20%	1.05%
Grade 12 — (\$32,733 - \$51,575)	4,091	1,693	2,398	925	951	669	1,330	3	7	24	13	2	1	33	40	9	23	28	33
		41%	59%	23%	23%	16%	33%	0.07%	0.17%	0.59%	0.32%	0.05%	0.02%	0.81%	0.98%	0.22%	0.56%	0.68%	0.81%
Grade 13 — (\$34,796 - \$55,023)	6,568	3,535	3,033	1,952	878	1,459	2,036	5	1	29	15	3	4	57	63	11	8	19	28
		54%	46%	30%	13%	22%	31%	0.08%	0.02%	0.44%	0.23%	0.05%	0.06%	0.87%	0.96%	0.17%	0.12%	0.29%	0.43%
Grade 14 — (\$37,006 - \$58,719)	4,130	1,824	2,306	1,001	829	713	1,363	6	5	20	19	1	2	53	45	13	23	17	20
		44%	56%	24%	20%	17%	33%	0.15%	0.12%	0.48%	0.46%	0.02%	0.05%	1.28%	1.09%	0.31%	0.56%	0.41%	0.48%
Grade 15 — (\$39,366 - \$62,656)	2,899	988	1,911	642	910	271	903	5	1	26	25	1	2	19	37	13	14	11	19
		34%	66%	22%	31%	9%	31%	0.17%	0.03%	0.90%	0.86%	0.03%	0.07%	0.66%	1.28%	0.45%	0.48%	0.38%	0.66%

WORKFORCE BY GRADE, RACE AND GENDER — FISCAL YEAR 2014 (Continued)

Grade	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Grade 16 — (\$41,896 - \$66,880)	4,992	1,732 35%	3,260 65%	989 20%	1,611 32%	642 13%	1,439 29%	31 0.06%	6 0.12%	29 0.58%	56 1.12%	41 0.08%	0 0.00%	38 0.76%	86 1.72%	10 0.20%	28 0.56%	17 0.34%	34 0.68%
Grade 17 — (\$44,600 - \$71,399)	3,222	1,364 42%	1,858 58%	828 26%	968 30%	431 13%	764 24%	21 0.06%	1 0.03%	48 1.49%	42 1.30%	21 0.06%	3 0.09%	36 1.12%	52 1.61%	7 0.22%	15 0.47%	10 0.31%	13 0.40%
Grade 18 — (\$47,495 - \$76,220)	2,320	1,098 47%	1,222 53%	733 32%	722 31%	270 12%	398 17%	41 0.17%	3 0.13%	36 1.55%	34 1.47%	11 0.04%	2 0.09%	35 1.51%	42 1.81%	5 0.22%	8 0.34%	14 0.60%	13 0.56%
Grade 19 — (\$50,631 - \$81,287)	1,639	814 50%	825 50%	589 36%	525 32%	151 9%	243 15%	21 0.12%	1 0.06%	32 1.95%	14 0.85%	0 0.00%	0 0.00%	31 1.89%	25 1.53%	4 0.24%	4 0.24%	5 0.31%	13 0.79%
Grade 20 — (\$54,009 - \$86,718)	1,158	634 55%	524 45%	468 40%	325 28%	106 9%	154 13%	21 0.17%	0 0.00%	28 2.42%	12 1.04%	0 0.00%	3 0.26%	23 1.99%	12 1.04%	4 0.35%	7 0.60%	3 0.26%	11 0.95%
Grade 21 — (\$57,626 - \$92,521)	1,003	537 54%	466 46%	406 40%	310 31%	77 8%	115 11%	0 0.00%	3 0.30%	21 2.09%	6 0.60%	11 0.10%	0 0.00%	21 2.09%	19 1.89%	3 0.30%	2 0.20%	8 0.80%	11 1.10%
Grade 22 — (\$61,496 - \$98,745)	1,043	518 50%	525 50%	400 38%	361 35%	79 8%	115 1%	11 0.10%	2 5.00%	9 9.00%	13 1.25%	0 0.00%	0 0.00%	26 2.49%	23 2.21%	1 0.10%	5 0.48%	2 0.19%	6 0.58%
Grade 23 — (\$65,636 - \$105,395)	402	204 51%	198 49%	165 41%	145 36%	25 6%	33 8%	0 0.00%	1 0.25%	2 0.50%	4 1.00%	0 0.00%	0 0.00%	8 1.99%	10 2.49%	3 0.75%	1 0.25%	1 0.25%	4 1.00%
Grade 24 — (\$70,066 - \$112,503)	424	217 51%	207 49%	171 40%	144 34%	31 7%	44 10%	1 0.24%	0 0.00%	4 0.94%	1 0.24%	0 0.00%	0 0.00%	7 1.65%	15 3.54%	2 0.47%	2 0.47%	1 0.24%	1 0.24%
Grade 25 — (\$74,808 - \$120,107)	130	82 63%	48 37%	64 49%	36 28%	13 10%	8 6%	0 0.00%	0 0.00%	2 1.54%	2 1.54%	0 0.00%	0 0.00%	1 0.77%	1 0.77%	1 0.77%	0 0.00%	1 0.77%	1 0.77%
Grade 26 — (\$79,798 - \$128,258)	85	46 54%	39 46%	43 51%	29 34%	1 1%	10 12%	0 0.00%	0 0.00%	1 1.18%	0 0.00%	0 0.00%	0 0.00%	1 1.18%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Hourly/ Daily	2,906	1,830 63%	1,076 37%	447 15%	78 3%	1,248 43%	959 33%	31 0.10%	3 0.10%	9 0.31%	0 0.00%	5 0.17%	4 0.14%	88 3.03%	29 1.00%	12 0.41%	2 0.07%	18 0.62%	1 0.03%
MRT*	4,137	2,994 72%	1,143 28%	2,273 2273%	746 18%	526 13%	296 7%	6 0.15%	0 0.00%	45 1.09%	32 0.77%	11 0.27%	0 0.00%	66 1.60%	43 1.04%	12 0.29%	7 0.17%	55 1.33%	19 0.46%
TOTAL	52,976	23,940 45%	29,036 55%	14,113 27%	12,734 24%	8,287 16%	14,576 28%	60 0.11%	52 0.10%	452 0.85%	374 0.71%	35 0.07%	28 0.05%	584 1.10%	703 1.33%	146 0.28%	203 0.38%	263 0.50%	366 0.69%

*MRT (Merit Rate Table) — Includes State Police, Physicians, Emergency Police, DNR Police, Executive Pay Plan, and MDOT employees, these employees are not compensated within the regular salary grades.

NOTE: Data include SPMS and MDOT full-time and part-time employees; contractals are not included.

EXECUTIVE PAY PLAN WORKFORCE BY SALARY, GRADE, RACE AND GENDER — FISCAL YEAR 2014

EPP Scale	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ES 4 — (\$76,101-\$101,468)	2	2	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		100%	0%	50%	0%	50%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 5 — (\$81,764-\$109,079)	18	11	7	9	5	1	1	0	0	1	0	0	0	0	1	0	0	0	0
		61%	39%	50%	28%	6%	6%	0%	0%	6%	0%	0%	0%	0%	6%	0%	0%	0%	0%
ES 6 — (\$87,885-\$117,300)	38	19	19	13	17	3	2	0	0	1	0	0	0	0	0	1	0	1	0
		50%	50%	34%	45%	8%	5%	0%	0%	3%	0%	0%	0%	0%	0%	3%	0%	3%	0%
ES 7 — (\$94,493-\$126,183)	25	14	11	11	8	2	3	0	0	0	0	0	0	1	0	0	0	0	0
		56%	44%	44%	32%	8%	12%	0%	0%	0%	0%	0%	0%	4%	0%	0%	0%	0%	0%
ES 8 — (\$101,630-\$135,775)	29	16	13	12	10	3	2	0	0	0	0	0	0	0	1	1	0	0	0
		55%	45%	41%	34%	10%	7%	0%	0%	0%	0%	0%	0%	0%	3%	3%	0%	0%	0%
ES 9 — (\$109,340-\$146,136)	23	16	7	12	3	3	4	0	0	0	0	0	0	1	0	0	0	0	0
		70%	30%	52%	13%	13%	17%	0%	0%	0%	0%	0%	0%	4%	0%	0%	0%	0%	0%
ES 10 — (\$117,664-\$157,320)	12	9	3	7	1	2	2	0	0	0	0	0	0	0	0	0	0	0	0
		75%	25%	58%	8%	17%	17%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
ES 11 — (\$126,659-\$169,404)	17	11	6	11	4	0	2	0	0	0	0	0	0	0	0	0	0	0	0
		65%	35%	65%	24%	0%	12%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
EX 91 — (\$145,656-\$244,494)	8	6	2	6	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		75%	25%	75%	25%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	172	104	68	82	50	15	16	0	0	2	0	0	0	2	2	2	0	1	0
		60%	40%	47.7%	29.1%	8.7%	9.3%	0%	0%	1.2%	0%	0%	0%	1.2%	1.2%	1%	0%	0.6%	0%

NOTE: The data include SPMS and MDOT full-time and part-time employees; contractals are not included.

SECTION SIX

STATE

PERSONNEL

TRANSACTIONS

SECTION 6: PERSONNEL TRANSACTIONS

INTRODUCTION

The data provided in this section depicts the personnel transactions processed by the Office of Personnel Services and Benefits in Fiscal Years 2009 and 2014. This information also reflects the type of transaction by race and gender.

SUMMARY HIGHLIGHTS

Trends displayed in the following charts are highlighted as follows:

- The total number of applicants appointed to vacant positions in FY 2014 was 4,657. Of this number, 56% were females and 51% were minorities.
- Females – who represent 55% of the workforce – received 51% of all promotions in fiscal 2014 and African-Americans - who represent 43% of the workforce - received 48% of all promotions.
- Females accounted for 62% of reclassifications in fiscal 2014, while African-Americans accounted for 38% of the reclassifications.
- The total number of demotions in FY 2014 was 288. This represented a decrease of 23 actions from FY 2009. During FY 2014, African-Americans accounted for 40% of demotions, while females accounted for 62%.
- The total number of suspensions for FY 2014 was 686, 143 less actions than in FY 2009. Minorities accounted for approximately 64% of suspension actions in FY 2014.
- There were 259 terminations made in FY 2014. Females constituted 54% of these actions and minorities accounted for 67%.

STATEWIDE PERSONNEL TRANSACTIONS — FISCAL YEAR 2014

Type of Transaction	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	4,657	2,059 44%	2,598 56%	1,163 25.0%	1,137 24.4%	723 15.5%	1,301 27.9%	8 0.17%	8 0.17%	70 1.5%	52 1.1%	8 0.17%	4 0.09%	22 0.5%	35 0.8%	16 0.3%	19 0.4%	49 1.05%	42 0.90%
Reinstatements	334	135 40%	199 60%	70 21.0%	81 24.3%	58 17.4%	111 33.2%	0 0%	0 0.0%	3 0.9%	4 1.2%	0 0%	0 0.0%	2 1%	1 0.3%	1 0.3%	0 0.0%	1 0.3%	2 0.6%
Promotions	3,841	1,866 49%	1,975 51%	1,090 28.4%	713 18.6%	682 17.8%	1,164 30.3%	1 0.03%	6 0.16%	41 1.1%	28 0.7%	5 0.13%	1 0.03%	13 0.3%	7 0.2%	8 0.2%	17 0.4%	26 0.7%	39 1.0%
Reclassifications	2,930	1,118 38%	1,812 62%	705 24.1%	910 31.1%	339 11.6%	781 26.7%	1 0.03%	5 0.2%	32 1.1%	29 1.0%	5 0.2%	3 0.1%	13 0.4%	44 1.5%	7 0.2%	16 0.5%	16 0.5%	24 0.8%
Demotions	288	110 38%	178 62%	76 26.4%	85 29.5%	26 9.0%	89 30.9%	1 0%	0 0%	4 1%	2 0.7%	1 0%	0 0%	0 0%	1 0%	0 0.0%	0 0.0%	2 0.7%	1 0%
Suspensions	686	295 43%	391 57%	119 17.3%	133 19.4%	156 22.7%	225 32.8%	4 0.6%	1 0%	4 0.6%	4 0.6%	0 0.0%	0 0%	10 1.5%	11 1.6%	2 0.3%	2 0.3%	0 0.0%	15 2.2%
TOTAL	12,736	5,583	7,153	3,223	3,059	1,984	3,671	15	20	154	119	19	8	60	99	34	54	94	123

STATEWIDE SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2014

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	2,240	932 42%	1,308 58%	497 22.2%	639 28.5%	353 15.8%	580 25.9%	1 0.0%	5 0.2%	37 1.7%	29 1.3%	2 0.09%	2 0.1%	17 0.8%	22 1.0%	6 0.3%	8 0.4%	19 0.8%	23 1.0%
Rejections on Probation	119	49 41%	70 59%	17 14.3%	27 22.7%	28 23.5%	39 32.8%	0 0%	0 0%	0 0.0%	1 1%	0 0%	0 0%	1 1%	3 3%	2 2%	0 0%	1 0.8%	0 0.0%
Retired	1,586	749 47%	837 53%	514 32.4%	496 31.3%	188 11.9%	303 19.1%	2 0.1%	1 0.1%	10 0.6%	7 0.4%	0 0%	1 0%	31 2.0%	18 1.1%	2 0.1%	4 0.3%	2 0.1%	7 0.4%
Terminations	259	120 46%	139 54%	49 18.9%	36 13.9%	52 20.1%	93 35.9%	3 1%	1 0%	1 0.4%	2 0.8%	0 0%	0 0%	12 4.6%	5 1.9%	3 1%	0 0.0%	0 0.0%	2 0.8%
TOTAL	4,204	1,850	2,354	1,077	1,198	621	1,015	6	7	48	39	2	3	61	48	13	12	22	32

NOTE: Data include SPMS and MDOT full-time and part-time employees; contractals are not included.

STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2009 and June 30, 2014

TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Appointments	2009	1,264 25%	1,135 22%	965 19%	1,399 28%	137 3%	146 3%	2,366 47%	2,680 53%	5,046
	2014	1,163 25%	1,137 24%	723 16%	1,301 28%	173 4%	160 3%	2,059 44%	2,598 56%	4,657
Reinstatements	2009	95 19%	119 23%	80 16%	181 35%	14 3%	24 5%	189 37%	324 63%	513
	2014	70 21%	81 24%	58 17%	111 33%	7 2%	7 2%	135 40%	199 60%	334
Promotions	2009	887 22%	751 19%	789 20%	1,331 34%	89 2%	114 3%	1,765 45%	2,196 55%	3,961
	2014	1,090 28%	713 19%	682 18%	1,164 30%	94 2%	98 3%	1,866 49%	1,975 51%	3,841
Reclassifications	2009	1,235 32%	1,104 29%	405 11%	767 20%	186 5%	147 4%	1,826 48%	2,018 52%	3,844
	2014	705 24%	910 31%	339 12%	781 27%	74 3%	121 4%	1,118 38%	1,812 62%	2,930
Demotions	2009	69 26%	81 31%	28 11%	71 27%	8 3%	8 3%	105 40%	160 60%	265
	2014	76 26%	85 30%	26 9%	89 31%	8 3%	4 1%	110 38%	178 62%	288
Suspensions	2009	122 15%	106 13%	227 27%	315 38%	25 3%	34 4%	374 45%	455 55%	829
	2014	119 17%	133 19%	156 23%	225 33%	20 3%	33 5%	295 43%	391 57%	686
Resignations	2009	441 19%	620 26%	357 15%	753 32%	71 3%	131 6%	869 37%	1504 63%	2,373
	2014	497 22%	639 29%	353 16%	580 26%	82 4%	89 4%	932 42%	1,308 58%	2,240
Terminations	2009	53 17%	52 17%	73 24%	108 36%	10 3%	8 3%	136 45%	168 55%	304
	2014	49 19%	36 14%	52 20%	93 36%	19 7%	10 4%	120 46%	139 54%	259

STATEWIDE PERSONNEL TRANSACTION ANALYSIS -- Comparison of June 30, 2009 and June 30, 2014										
TYPE OF TRANSACTIONS	YEAR	WHITE		AFRICAN-AMERICAN		OTHER MINORITIES		TOTAL		Grand Total
		Male	Female	Male	Female	Male	Female	Male	Female	
Rejections on Probation	2009	32	38	34	77	5	2	71	117	188
		17%	20%	18%	41%	3%	1%	38%	62%	
	2014	17	27	28	39	4	4	49	70	119
		14%	23%	24%	33%	3%	3%	41%	59%	
Deaths	2009	29	10	17	22	2	3	48	35	83
		35%	12%	20%	27%	2%	4%	58%	42%	
	2014	35	10	10	15	2	3	47	28	75
		47%	13%	13%	20%	3%	4%	63%	37%	
Horizontal Transfer	2009	22	22	17	54	2	0	41	76	117
		19%	19%	15%	46%	2%	0%	35%	65%	
	2014	32	30	19	38	2	4	53	72	125
		26%	24%	15%	30%	2%	3%	42%	58%	
Disciplinary Demotion	2009	10	5	11	9	2	1	23	15	38
		26%	13%	29%	24%	5%	3%	61%	39%	
	2014	10	9	7	10	1	1	18	20	38
		26%	24%	18%	26%	3%	3%	47%	53%	
Retired	2009	520	491	191	349	56	47	767	887	1,654
		31%	30%	12%	21%	3%	3%	46%	54%	
	2014	514	496	188	303	47	38	749	837	1,586
		32%	31%	12%	19%	3%	2%	47%	53%	
Transfer	2009	141	127	86	185	10	23	237	335	572
		25%	22%	15%	32%	2%	4%	41%	59%	
	2014	166	184	74	117	13	9	253	310	563
		29%	33%	13%	21%	2%	2%	45%	55%	
Forfeiture of Annual Leave	2009	73	40	114	126	12	6	199	172	371
		20%	11%	31%	34%	3%	2%	54%	46%	
	2014	87	54	108	168	18	16	213	238	451
		19%	12%	24%	37%	4%	4%	47%	53%	

NOTE: The data include SPMS and MDOT full-time and part-time employees; contractuels are not included.

SEPARATIONS AND TERMINATIONS BY AGE, RACE AND GENDER — FISCAL YEAR 2014

AGE	TOTAL			Race														Ethnicity		
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
RESIGNATIONS																				
19 OR LESS	3	2	1	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
20 - 29	536	211	325	124	140	67	167	0	0	12	9	0	0	0	2	2	2	2	6	5
30 - 39	711	270	441	135	197	110	215	0	2	10	10	2	1	6	6	1	1	6	9	
40 - 49	504	199	305	90	116	91	162	0	0	10	7	0	1	2	12	1	4	5	3	
50 - 59	359	136	223	70	115	57	97	0	3	2	2	0	0	4	1	1	0	2	5	
60 - 69	117	58	59	34	33	17	24	0	0	2	0	0	0	5	0	0	1	0	1	
70 PLUS	15	11	4	8	3	3	0	0	0	0	0	0	0	0	1	0	0	0	0	
TOTAL	2,245	887	1,358	463	605	345	665	0	5	36	28	2	2	17	22	5	8	19	23	
REJECTIONS ON PROBATION																				
19 OR LESS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
20 - 29	30	12	18	5	6	6	11	0	0	0	0	0	0	0	1	1	0	0	0	
30 - 39	28	13	15	3	3	9	10	0	0	0	0	0	0	0	2	0	0	1	0	
40 - 49	27	8	19	3	9	5	10	0	0	0	0	0	0	0	0	0	0	0	0	
50 - 59	19	7	12	2	5	4	7	0	0	0	0	0	0	1	0	0	0	0	0	
60 - 69	10	4	6	2	4	2	1	0	0	0	1	0	0	0	0	0	0	0	0	
70 PLUS	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	115	45	70	15	27	27	39	0	0	0	1	0	0	1	3	1	0	1	0	
TERMINATIONS																				
19 OR LESS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
20 - 29	33	11	22	2	5	7	17	1	0	0	0	0	0	1	0	0	0	0	0	
30 - 39	56	18	38	5	7	10	28	0	0	0	1	0	0	3	2	0	0	0	0	
40 - 49	66	32	34	9	6	20	23	1	1	0	1	0	0	2	2	0	0	0	1	
50 - 59	61	33	28	17	12	10	15	1	0	1	0	0	0	3	1	1	0	0	0	
60 - 69	17	10	7	6	2	3	5	0	0	0	0	0	0	1	0	0	0	0	0	
70 PLUS	4	3	1	0	0	0	1	0	0	0	0	0	0	3	0	0	0	0	0	
TOTAL	237	107	130	39	32	50	89	3	1	1	2	0	0	13	5	1	0	0	1	
GRAND TOTAL	2,597	1,039	1,558	517	664	422	793	3	6	37	31	2	2	31	30	7	8	20	24	

NOTE: Data include SPMS and MDOT full-time and part-time employees; contractals are not included.

SECTION SEVEN

REASONABLE

ACCOMMODATIONS

SECTION 7: REASONABLE ACCOMMODATIONS

In fiscal year 2014 there were 375 requests for reasonable accommodations from State employees and applicants for State employment. Of this amount, 313 or 83% of the requests were granted. There were 27 agencies that reported data on reasonable accommodation requests, with the Department of Education, Department of Labor, Licensing, and Regulation, MDOT, Department of Juvenile Services, and Department of Health and Mental Hygiene accounting for 305 or 81% of the total employee/applicant reasonable accommodation requests reported.

STATEWIDE REQUESTS FOR REASONABLE ACCOMMODATION — FISCAL YEAR 2014

Agency	Applicants	Employees	STATUS		
			Granted	Denied	Pending
African American Museum	0	1	1	0	0
Aging	0	1	1	0	0
Agriculture	0	1	1	1	0
Assessment and Taxation	0	1	1	0	0
Attorney General	0	2	2	0	0
Automobile Insurance Fund	0	6	6	0	0
BCCC	1	6	4	3	0
Budget and Management	1	5	3	3	0
Commission on Civil Rights	0	2	2	0	0
Comptroller	0	2	2	0	0
Education	0	35	31	2	2
General Services	2	2	4	0	0
Health and Mental Hygiene	0	177	158	17	2
Housing and Community Development	0	1	1	0	0
Insurance Administration	0	1	1	0	0
Juvenile Services	1	15	14	2	0
Labor, Licensing & Regulation	7	20	13	2	12
Military Department	0	3	3	0	0
Morgan State University	0	2	2	0	0
Natural Resources	0	4	3	1	0
Public Defender's Office	0	6	4	2	0
Public Safety and Correctional Services	1	14	10	4	1
School for the Deaf	0	1	1	0	0
State Police	0	1	1	0	0
State Retirement Agency	0	4	4	0	0
St. Mary's	0	1	1	0	0
Transportation	5	45	40	8	2
TOTAL	18	359	314	45	19

NOTE: All of the agencies Statewide reported. These are the only agencies reporting reasonable accommodation requests.

SECTION EIGHT

STATE

EQUAL EMPLOYMENT OPPORTUNITY

COMPLAINTS

SECTION 8: STATEWIDE EEO COMPLAINTS

- The total number of internal and external complaints statewide for fiscal 2014 was 427. Of these, 278 were internal complaints and 149 were external complaints.
- The most common basis for internal complaints were Race and Sex/Gender.
- The number of statewide discrimination complaints has increased from 384 in fiscal 2009 to 427 in fiscal 2014.
- The Office of the Statewide Equal Employment Opportunity Coordinator processed a total of 11 EEO appeals in fiscal 2014.
- The Office investigated 9 Whistleblower complaints. All were found to have “no probable cause” finding.

NOTE: Internal complaints are those filed at the agency level, usually with a State agency’s Fair Practices Officer or Equal Employment Opportunity Officer.

External complaints are those filed with the Maryland Commission on Civil Rights or Equal Employment Opportunity Commission.

‘Other’ complaints include employment related complaints, not discriminatory in basis.

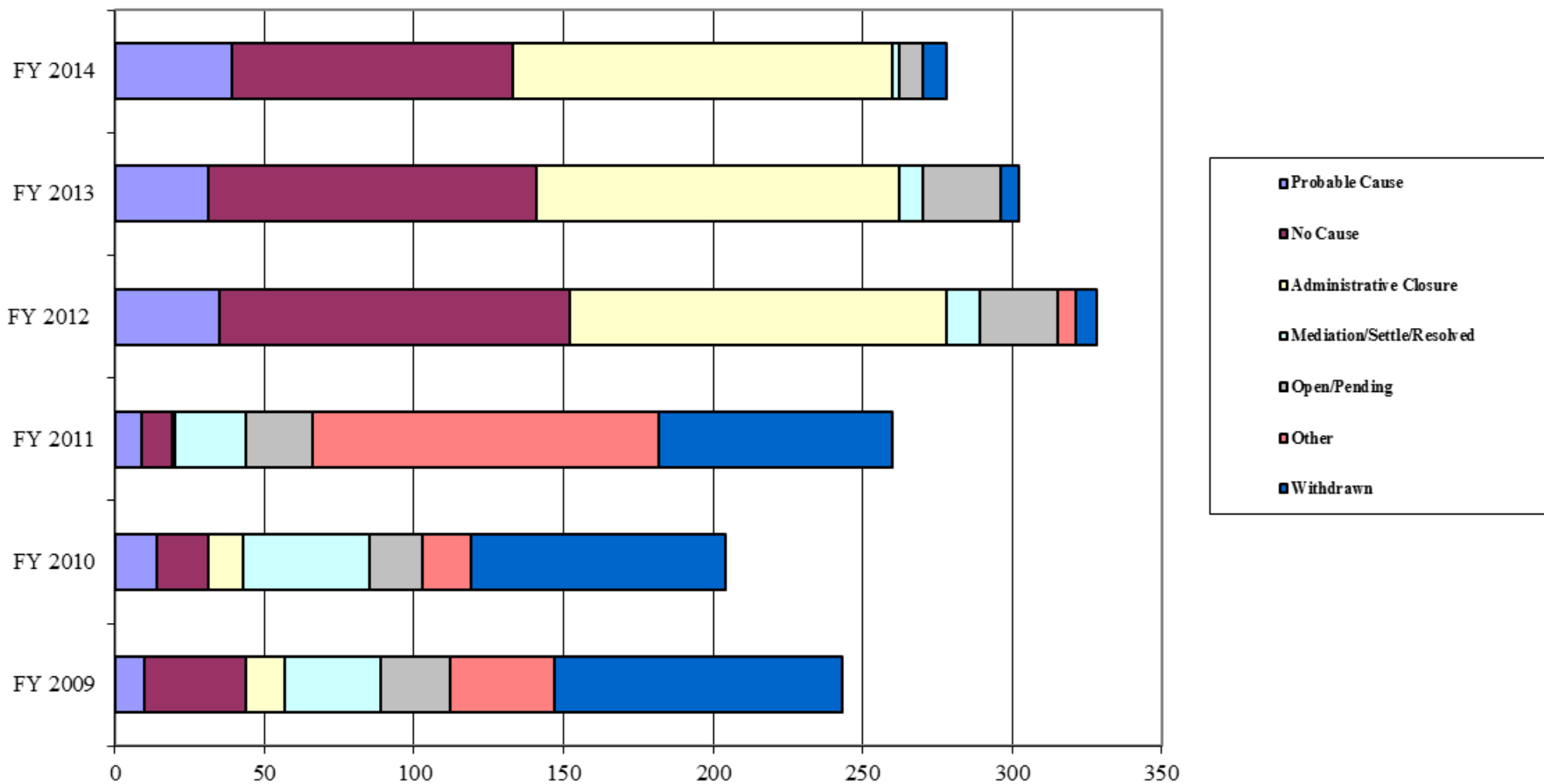
STATEWIDE DISCRIMINATION COMPLAINTS BY AGENCY, BASIS, ISSUE AND DISPOSITION — FISCAL YEAR 2014

Agency	Agency Employees	Basis*																Issue*			Disposition*								
		External	Internal	Other	ADA	Age	Ancestry	Color	Creed	Disability	Marital Status	National Origin	Race	Religious Affiliation	Sex/Gender	Gender Identity	Sexual Orientation	Harassment	Sexual Harassment	Retaliation	Probable Cause	No Cause	Administrative	Closure	Mediation/	Settled/Resolved	Open/Pending	Withdrawn	
Aging	188	1	0																										
Agriculture	372	0	1							1										1									1
Assessment and Taxation	585	0	4			2											3		1			4							1
Attorney General	225	0	1										1				1												1
Automobile Insurance Fund	235	1	2										2				1					1		1					
BCCC	388	3	5			1		1		1		1	3		2			1	1	1		3		2					
Budget & Management	294	0	1	1														1				1							
Comptroller	1,034	2	2	1		2		1		1			1			1													
Education	1,304	12	2	1				1					1			1		1	1			2							
Elections	194	0	1	1													1							1					
Emergency Medical Services Systems	86	1	0																										
Environment	856	1	0																										
Environmental Services	754	1	0																										
General Services	534	1	0																										
Health and Mental Hygiene	8,306	21	19	7				1		1		2	6			5		9	3	7	2	14		3					
Human Resources	6,070	4	4	1									1			3		3			3	1							
Juvenile Services	1,901	10	15	2		2				1			5			5		8	1	2		13						2	
Labor, Licensing and Regulation	1,617	7	9	3		1				1			4			1		4	1		1	3		1				3	
Lottery	259	0	2			1		1					2							2		1	1						
Military	269	1	1	1																1		1							
Morgan State University	1,059	10	8			2					1	1	4		2	3	1	7		1	2	5						1	
Natural Resources	1,206	4	0																										
Public Defender	874	1	1			1														1		1							
Public Service Commission	137	0	1									1		1	1		1		1					1					
Public Television	134	0	1																1										
Public Safety and Corr Services	10,403	29	143	102		6		1		4		8	16	3	22	2	69	18	42	11	22	10		2		1	6		
School for the Deaf	313	1	2										2				2							2					
St. Mary's College of Maryland	386	1	1													1								1					
Stadium Authority	83	1	0																										
State Police	2,277	5	9	2		2							4		3		3	3	2	2	4	5							
Transportation	10,060	32	44	4						2		6	14	1	20	4	19	12		16	18	9						1	
Worker's Compensation Commission	105	0	1								1				1							1							
TOTAL	52,508	150	280	126	0	20	0	6	0	12	2	19	66	7	73	0	7	133	43	62	39	94	127	2	8	8			

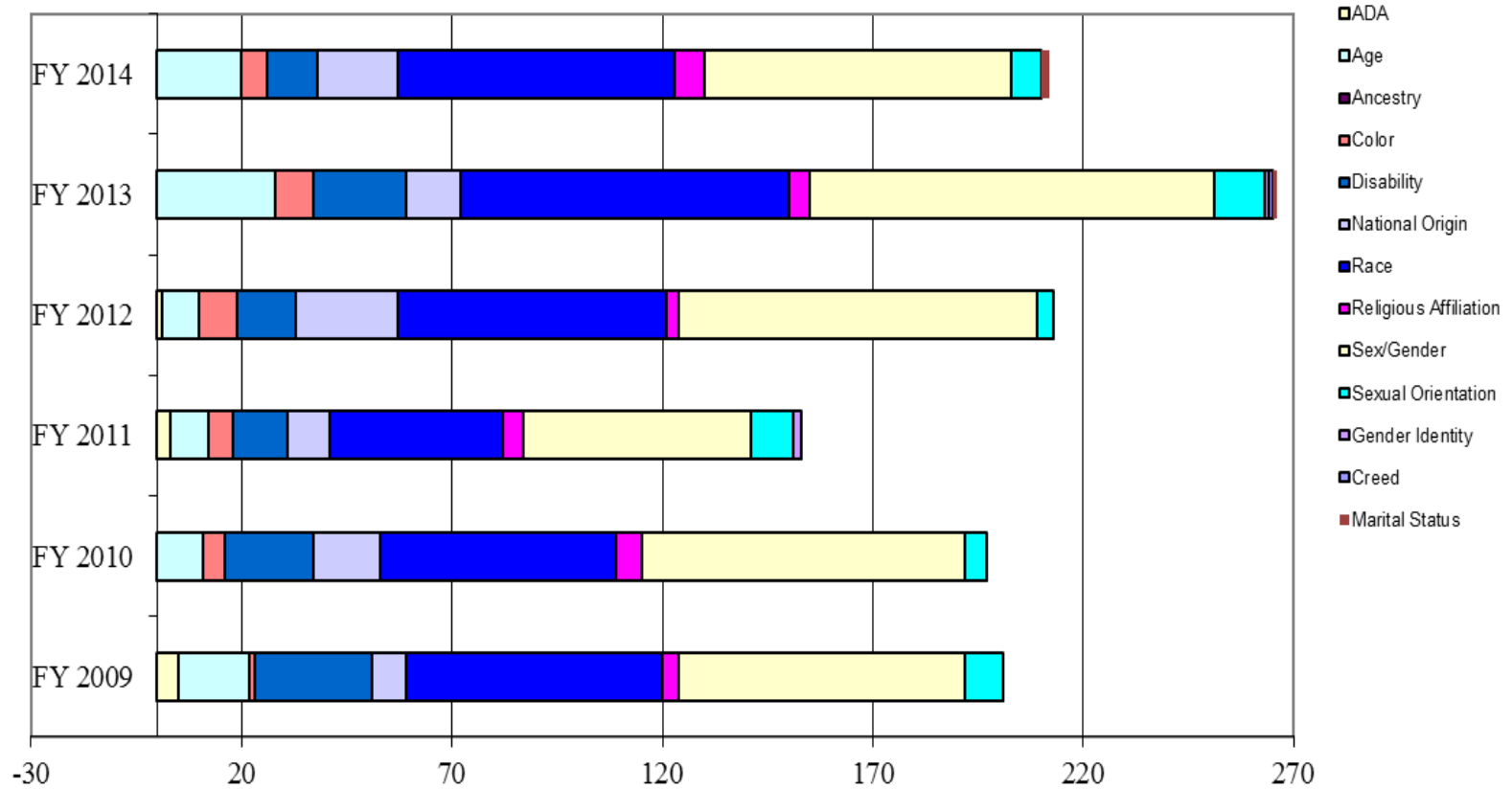
*In order to avoid duplication, Basis, Issues, and Dispositions are only counted on Internal complaints. Please note: Some complaints have multiple basis. An employee may file a complaint alleging that more than one protected class has been violated; therefore, the total number of internal complaints may differ from the total number for basis and dispositions.

- (1) "Internal" complaints are those filed at the agency level, with a State agency's Fair Practices Officer or Equal Employment Opportunity Officer.
- (2) "External" complaints are those filed with the Maryland Commission on Civil Rights, Department of Justice, Courts, and/or Equal Employment Opportunity Commission.
- (3) "Other" Complaints include employment related complaints, not discriminatory in basis.

Internal Complaints by Disposition



Internal Complaints by Type



SECTION NINE

UNIVERSITY SYSTEM

OF MARYLAND

SECTION 9: UNIVERSITY SYSTEM OF MARYLAND

The University of System of Maryland includes the USM Office and the following institutions: Bowie State University, Coppin State University, Frostburg State University, Salisbury University, Towson University, University of Baltimore, University of Maryland Baltimore, University of Maryland Baltimore County, University of Maryland Center for Environmental Science, University of Maryland College Park, University of Maryland Eastern Shore, and University of Maryland University College.

- There were a total of 38,757 employees in the University System of Maryland.
 - Of the total employees, 22,214 (57.3%) were White, 7,445 (19.2%) were African American, 91 (0.23%) were American Indian and Alaska Native, 2,764 (7.1%) were Asian, 1,267 (3.3%) were Hispanic or Latino, 211 (0.54%) were Multiracial, and 4,718 (12.1%) were Other (no race checked).
 - Males comprised 18,290 (47.1%) of the workforce.
 - Females comprised 20,346 (52.9%) of the workforce.
 - The majority of Faculty and Instructor positions were filled by Whites (69%) and males (53%).

UNIVERSITY SYSTEM OF MARYLAND
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION - FY 2014

EEO Job Category	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	2,455	1,042 42%	1,413 58%	722 29%	927 38%	218 9%	366 15%	0 0%	1 0.0%	43 1.8%	44 1.8%	0 0%	0 0%	35 1.4%	41 1.7%	2 0.1%	3 0.1%	22 0.9%	31 1.3%
Professionals	8,770	3,276 37%	5,494 63%	2,031 23%	3,156 36%	621 7%	1,369 16%	8 0.1%	8 0.1%	254 2.9%	428 4.9%	6 0%	8 0%	219 2.5%	310 3.5%	22 0.3%	47 1%	115 1.3%	168 1.9%
Technical-Paraprofessionals	575	155 27%	420 73%	106 18%	263 46%	35 6.1%	104 18%	0 0.0%	0 0%	7 1.2%	27 4.7%	0 0%	2 0%	4 0.7%	15 2.6%	0 0.0%	2 0.3%	3 0.5%	7 1.2%
Faculty/Instructors	12,731	6,749 53%	5,982 47%	4,707 37%	4,087 32%	760 6%	955 8%	22 0%	22 0%	702 6%	449 4%	6 0%	5 0%	366 3%	274 2%	28 0%	27 0%	158 1%	163 1%
Faculty Research	2,599	1,552 60%	1,047 40%	709 27%	502 19%	26 1%	56 2%	3 0.1%	1 0.04%	223 8.6%	141 5.4%	3 0%	3 0%	547 21.0%	320 12.3%	6 0.2%	3 0.1%	35 1.3%	21 0.8%
Faculty/Public Service	8	1 13%	7 88%	1 13%	4 50%	0 0%	2 25%	0 0.0%	0 0%	0 0.0%	0 0.0%	0 0%	0 0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 12.5%
Teachers' Assistant/Assoc	5,871	2,988 51%	2,883 49%	1,233 21%	1,334 23%	156 3%	247 4%	5 0.1%	1 0.0%	132 2.2%	157 2.7%	2 0%	6 0%	1,374 23.4%	1,036 17.6%	14 0.2%	24 0%	72 1.2%	78 1%
Administrative Support	3,062	680 22%	2,382 78%	293 10%	1,147 37%	307 10%	1,028 34%	4 0%	9 0%	26 0.8%	51 1.7%	1 0%	4 0%	22 0.7%	68 2.2%	6 0%	18 0.6%	21 0.7%	57 1.9%
Skilled Craft Workers	793	759 96%	34 4%	464 59%	10 1%	205 26%	15 2%	3 0.4%	0 0%	29 3.7%	0 0%	0 0%	0 0%	17 2.1%	2 0.3%	3 0%	0 0%	38 4.8%	7 0.9%
Service-Maintenance	1,893	1,049 55%	844 45%	389 21%	129 7%	533 28%	442 23%	3 0.2%	1 0.05%	24 1.3%	27 1.4%	1 0%	0 0%	28 1.5%	40 2.1%	2 0.1%	4 0.2%	69 3.6%	201 10.6%
TOTAL	38,757	18,251 47.1%	20,506 52.9%	10,655 27.5%	11,559 29.8%	2,861 7.4%	4,584 11.8%	48 0.12%	43 0.11%	1,440 3.7%	1,324 3.4%	19 0%	28 0%	2,612 6.7%	2,106 5.4%	83 0.21%	128 0.33%	533 1.4%	734 1.9%

SECTION TEN

INDEPENDENT HIGHER EDUCATION INSTITUTIONS

SECTION 10: INDEPENDENT HIGHER EDUCATION INSTITUTIONS

BALTIMORE CITY COMMUNITY COLLEGE

- There are 388 employees in the Baltimore City Community College workforce.
 - 270 or 69% are African-American employees
 - 227 or 59% are female employees

MORGAN STATE UNIVERSITY

- There are 1059 employees in the Morgan State University workforce.
 - 796 or 75% are African-American employees
 - 538 or 51% are female employees

ST. MARY'S COLLEGE OF MARYLAND

- There are 386 employees in the St. Mary's College of Maryland workforce.
 - 53 or 14% are African-American employees
 - 200 or 52% are female employees

**BALTIMORE CITY COMMUNITY COLLEGE
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2014**

EEO Job Category	TOTAL			Race														Ethnicity		
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Officials and Administrators	53	25 47%	28 53%	11 21%	7 13%	13 25%	20 38%	0 0%	0 0%	0 0%	1 2%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 2%	0 0%
Professionals	233	92 39%	141 61%	31 13%	39 17%	53 23%	94 40%	0 0%	0 0%	8 3%	7 3%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 0.4%
Technicians	13	9 69%	4 31%	2 15%	1 8%	7 54%	2 15%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 8%
Protective Service Workers: Sworn	12	11 92%	1 8%	2 17%	0 0%	9 75%	1 8%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Service Workers: Non-Sworn	0	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Administrative Support	48	2 4%	46 96%	0 0%	2 4%	2 4%	44 92%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Skilled Craft Workers	24	17 71%	7 29%	2 8%	0 0%	15 63%	7 29%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Service-Maintenance	5	5 100%	0 0%	2 40%	0 0%	3 60%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
TOTAL	388	161 41%	227 59%	50 13%	49 13%	102 26%	168 43%	0 0%	0 0%	8 2.1%	8 2.1%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	1 0.3%	2 0.5%

NOTE: The data include SPMS full-time and part-time employees; contractals are not included.

**BALTIMORE CITY COMMUNITY COLLEGE
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2014**

Type of Transaction	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	28	14	14	4	1	7	13	0	0	1	0	0	0	1	0	0	0	1	0
		50%	50%	14%	4%	25%	46%	0%	0%	4%	0%	0%	0%	4%	0%	0%	0%	4%	0%
Reinstatements	2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
		0%	100%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Promotions	7	1	6	0	1	1	4	0	0	0	1	0	0	0	0	0	0	0	0
		14%	86%	0%	14%	14%	57%	0%	0%	0%	14%	0%	0%	0%	0%	0%	0%	0%	0%
Reclassifications	11	4	7	0	1	4	5	0	0	0	0	0	0	0	1	0	0	0	0
		36%	55%	0%	9%	36%	45%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Demotions	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Suspensions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
TOTAL	49	20	29	5	3	12	24	0	0	1	1	0	0	1	1	0	0	1	0
		41%	59%	10%	6%	24%	49%	0%	0%	2%	2%	0%	0%	2%	2%	0%	0%	2%	0%

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2014

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	18	5	13	1	4	1	8	1	0	0	0	0	0	1	1	0	0	1	0
		28%	72%	6%	22%	6%	44%	0%	0%	0%	0%	0%	0%	6%	6%	0%	0%	6%	0%
Rejection on Probation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Terminations	8	1	7	0	1	1	4	0	0	0	0	0	0	0	1	0	1	0	0
		13%	88%	0%	13%	13%	50%	0%	0%	0%	0%	0%	0%	0%	13%	0%	0%	0%	0%
TOTAL	26	6	20	1	5	2	12	1	0	0	0	0	0	1	2	0	1	1	0
		23%	77%	4%	19%	8%	46%	0%	0%	0%	0%	0%	0%	4%	8%	0%	4%	4%	0%

NOTE: The data include SPMS full-time and part-time employees; contractals are not included.

MORGAN STATE UNIVERSITY
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2014

EEO Job Category	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	180	95	85	22	4	67	78	4	0	1	2	0	1	1	0	0	0	0	0
		53%	47%	12%	2%	37%	43%	2%	0.0%	1%	1%	0%	0.6%	1%	0%	0%	0%	0%	0%
Professionals	602	321	281	76	48	188	202	17	7	36	22	4	1	0	1	0	0	0	0
		53%	47%	13%	8%	31%	34%	3%	1.2%	6%	3.7%	0.7%	0%	0%	0%	0%	0%	0%	0%
Technicians	13	7	6	1	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0
		54%	46%	8%	0%	46%	46%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	26	20	6	1	0	18	5	1	0	0	1	0	0	0	0	0	0	0	0
		77%	23%	4%	0%	69%	19%	4%	0%	0%	4%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	0	0	0																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	153	12	141	0	2	12	133	0	3	0	1	0	1	0	1	0	0	0	0
		8%	92%	0%	1%	8%	87%	0%	2.0%	0%	0.7%	0%	1%	0.0%	0.7%	0.0%	0%	0%	0%
Skilled Craft Workers	17	15	2	2	0	13	2	0	0	0	0	0	0	0	0	0	0	0	0
		88%	12%	12%	0%	76%	12%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service-Maintenance	68	51	17	2	0	49	17	0	0	0	0	0	0	0	0	0	0	0	0
		75%	25%	3%	0%	72%	25%	0.0%	0%	0%	0%	0%	0%	0%	0%	0.0%	0%	0%	0%
TOTAL	1,059	521	538	104	54	353	443	22	10	37	26	4	3	1	2	0	0	0	0
		49%	51%	10%	5%	33%	42%	2.1%	0.9%	3.5%	2.5%	0.4%	0.3%	0%	0%	0.0%	0.0%	0.0%	0.0%

NOTE: The data include SPMS full-time and part-time employees; contractals are not included.

**MORGAN STATE UNIVERSITY
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2014**

Type of Transaction	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	1,055	355 ¹ 34%	700 ¹ 66%	201 ¹ 19%	374 ¹ 35%	127 ¹ 12%	273 ¹ 26%	0 ¹ 0%	0 ¹ 0%	10 ¹ 1%	19 ¹ 2%	0 ¹ 0%	0 ¹ 0%	2 ¹ 0%	2 ¹ 0%	3 ¹ 0%	10 ¹ 1%	12 ¹ 1%	22 ¹ 2%
Reinstatements	6	3 ¹ 50%	3 ¹ 50%	0 ¹ 0%	0 ¹ 0%	2 ¹ 33.3%	3 ¹ 50.0%	0 ¹ 0%	0 ¹ 0%	1 ¹ 16.7%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
Promotions	10	2 ¹ 20%	8 ¹ 80%	0 ¹ 0%	0 ¹ 0%	1 ¹ 10%	8 ¹ 80%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	1 ¹ 10%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
Reclassifications	32	18 ¹ 56%	14 ¹ 44%	1 ¹ 3%	1 ¹ 3%	16 ¹ 50%	13 ¹ 41%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	1 ¹ 3%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
Demotions	2	0 ¹ 0%	2 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	2 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
Suspensions	10	8 ¹ 80%	2 ¹ 20%	0 ¹ 0%	0 ¹ 0%	6 ¹ 60.0%	2 ¹ 20.0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	2 ¹ 20.0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
Transfers	3	1 ¹ 0%	2 ¹ 0%	0 ¹ 0%	0 ¹ 0%	1 ¹ 0%	2 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
TOTAL	1,118	387¹ 35%	731¹ 65%	202¹ 18%	375¹ 34%	153¹ 14%	303¹ 27%	0¹ 0%	0¹ 0%	11¹ 1%	19¹ 2%	0¹ 0%	0¹ 0%	5¹ 0%	2¹ 0%	4¹ 0%	10¹ 1%	12¹ 1%	22¹ 2%

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2014

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	47	25 ¹ 53%	22 ¹ 47%	9 ¹ 19%	2 ¹ 4%	11 ¹ 23%	18 ¹ 38%	0 ¹ 0%	0 ¹ 0%	2 ¹ 4%	2 ¹ 4%	0 ¹ 0%	0 ¹ 0%	2 ¹ 4%	0 ¹ 0%	1 ¹ 2%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
Rejection on Probation	0	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
Terminations	14	11 ¹ 79%	3 ¹ 21%	0 ¹ 0%	0 ¹ 0%	7 ¹ 50%	3 ¹ 21%	1 ¹ 7%	0 ¹ 0%	1 ¹ 7%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	2 ¹ 14%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
TOTAL	61	36¹ 59%	25¹ 41%	9¹ 15%	2¹ 3%	18¹ 30%	21¹ 34%	1¹ 2%	0¹ 0%	3¹ 5%	2¹ 3%	0¹ 0%	0¹ 0%	4¹ 7%	0¹ 0%	1¹ 2%	0¹ 0%	0¹ 0%	0¹ 0%

NOTE: The data include SPMS full-time and part-time employees; contractals are not included.

ST. MARY'S COLLEGE OF MARYLAND
TOTAL FULL-TIME AND PART-TIME WORKFORCE UTILIZATION — FISCAL YEAR 2014

EEO Job Category	TOTAL		Race														Ethnicity		
			White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)		
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Administrators	130	65	65	49	57	11	5	0	0	2	1	0	0	0	0	1	0	2	2
		50%	50%	38%	44%	8%	4%	0%	0%	2%	1%	0%	0%	0%	0%	1%	0%	2%	2%
Professionals	161	82	79	68	68	3	2	0	0	4	5	0	0	2	2	2	0	3	2
		51%	49%	42%	42%	2%	1%	0%	0%	2%	3%	0%	0%	1%	1%	1%	0%	2%	1%
Technicians	3	1	2	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		33%	67%	33%	67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Sworn	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Protective Service Workers: Non-Sworn	6	6	0	4	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Administrative Support	0	0	0																
		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled Craft Workers	72	19	53	9	32	8	19	1	0	0	1	0	0	0	0	0	0	1	1
		26%	74%	13%	44%	11%	26%	1%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%	1%
Service-Maintenance	13	12	1	9	1	2	0	0	0	0	0	0	0	0	0	0	0	1	0
		92%	8%	69%	8%	15%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	8%	0%
TOTAL	386	186	200	140	160	27	26	1	0	6	7	0	0	2	2	3	0	7	5
		48%	52%	36%	41%	7%	7%	0.3%	0%	1.6%	1.81%	0%	0%	1%	0.52%	1%	0%	1.81%	1.30%

NOTE: The data include SPMS full-time and part-time employees; contractals are not included.

ST. MARY'S COLLEGE OF MARYLAND
PERSONNEL TRANSACTIONS ANALYSIS — FISCAL YEAR 2014

Type of Transaction	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Appointments	50	24 ¹ 48%	26 ¹ 52%	18 ¹ 36%	21 ¹ 42%	6 ¹ 12%	3 ¹ 6%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	1 ¹ 2%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	1 ¹ 2%	0 ¹ 0%	0 ¹ 0%
Reinstatements	3	2 ¹ 67%	1 ¹ 33%	2 ¹ 67%	1 ¹ 33%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
Promotions	1	0 ¹ 0%	1 ¹ 100%	0 ¹ 0%	1 ¹ 100%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
Reclassifications	11	3 ¹ 27%	8 ¹ 73%	3 ¹ 27%	7 ¹ 64%	0 ¹ 0%	1 ¹ 9%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
Suspensions	0	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
Demotions	0	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
TOTAL	65	29¹ 45%	36¹ 55%	23¹ 35%	30¹ 46%	6¹ 9%	4¹ 6%	0¹ 0%	0¹ 0%	0¹ 0%	1¹ 2%	0¹ 0%	0¹ 0%	0¹ 0%	0¹ 0%	0¹ 0%	1¹ 2%	0¹ 0%	0¹ 0%

SUMMARY OF SEPARATIONS AND TERMINATIONS — FISCAL YEAR 2014

Type of Separations and Terminations	TOTAL			Race														Ethnicity	
				White		African-American		American Indian & Alaska Native		Asian		Native Hawaiian & Other Pacific Islander		Balance (no race checked)		Multiracial		Hispanic or Latino (no other race checked)	
	Employees	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Resignations	30	11 ¹ 37%	19 ¹ 63%	11 ¹ 37%	16 ¹ 53%	0 ¹ 0%	2 ¹ 7%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	1 ¹ 3%
Rejection on Probation	0	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
Terminations	14	6 ¹ 43%	8 ¹ 57%	6 ¹ 43%	5 ¹ 36%	0 ¹ 0%	3 ¹ 21%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%	0 ¹ 0%
TOTAL	44	17¹ 39%	27¹ 61%	17¹ 39%	21¹ 48%	0¹ 0%	5¹ 11%	0¹ 0%	0¹ 0%	0¹ 0%	0¹ 0%	0¹ 0%	0¹ 0%	0¹ 0%	0¹ 0%	0¹ 0%	0¹ 0%	0¹ 0%	1¹ 2%

NOTE: The data include SPMS full-time and part-time employees; contractals are not included.

APPENDICES

Appendix A

EXECUTIVE ORDER

01.01.2007.16

Code of Fair Employment Practices

(Rescinds Executive Order 01.01.2007.09)

WHEREAS, The State of Maryland recognizes and honors the value and dignity of every employee and understands the importance of providing its employees with a fair opportunity to pursue their careers in an environment free of discrimination or any form of prohibited harassment;

WHEREAS, Title 5, Subtitle 2 of the State Personnel and Pensions Article of the Annotated Code of Maryland establishes an Equal Employment Opportunity (EEO) program to ensure that employment decisions are based only on merit and fitness;

WHEREAS, The State is committed to providing a work environment free from discrimination on the basis of age, ancestry, color, creed, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, religious affiliation, belief or opinion, race, sex, sexual orientation, or any other non-merit factor;

WHEREAS, All Executive Branch appointing authorities and managers are expected to assume personal responsibility and leadership in ensuring that fair employment practices are adhered to and that equal employment opportunity is a reality in Maryland State government; and

WHEREAS, There is a need to update prior Executive Orders to emphasize the State of Maryland's commitment to fair employment practices, to reaffirm the responsibilities of State agencies to uphold these important principles, and to reflect existing law.

NOW, THEREFORE, I, MARTIN O'MALLEY, GOVERNOR OF THE STATE OF MARYLAND, BY VIRTURE OF THE AUTHORITY VESTED IN ME BY THE CONSTITUTION AND LAWS OF MARYLAND, DO HEREBY RESCIND EXECUTIVE ORDER .01.01.2007.09 AND PROCLAIM THE FOLLOWING EXECUTIVE ORDER EFFECTIVE IMMEDIATELY.

Appendix A

ARTICLE I – EQUAL EMPLOYMENT OPPORTUNITY PROGRAM IN STATE GOVERNMENT

- A. All personnel actions concerning any employee or applicant for employment in the Executive Branch will be taken on the basis of merit and fitness, and without regard to:
1. Age;
 2. Ancestry;
 3. Color;
 4. Creed;
 5. Gender identity and expression;
 6. Genetic information;
 7. Marital status;
 8. Mental or physical disability;
 9. National origin;
 10. Race;
 11. Religious affiliation, belief or opinion;
 12. Sex; or;
 13. Sexual orientation.
- B. All personnel actions concerning any skilled, professional or management service employee and any special appointee designated by the Secretary of Budget and Management, or any applicant for employment in those services or in comparable positions in an independent personnel system in the Executive Branch, shall be without regard to political affiliation, belief or opinion.
- C. Discrimination against or harassment of employees on the basis of any reason prohibited by law is not permitted.
- D. Retaliation against any employee who opposes discrimination or participates in an EEO investigation is not permitted.
- E. Retaliation against an individual because of their refusal to submit to a genetic test or make available the results of a genetic test is not permitted.
- F. The Secretary of Budget and Management shall:
- (1) Recommend the appointment of a Statewide Equal Employment Opportunity Coordinator who shall administer the program and coordinate the activities of the agency Fair Practices Officers, EEO Officers, and Americans with Disabilities Act Officers;

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- (2) Establish an Equal Employment Opportunity Unit which will report directly to the Equal Employment Opportunity Coordinator to oversee the administration of an equal employment practices program consistent with the requirements of applicable federal and State law governing equal employment opportunity, the State Personnel and Pensions Article, and this Executive Order;
 - (3) Upon an appropriate showing by an agency, and consistent with State and federal law, permit any bona fide occupational qualification; and
 - (4) Take any action, not consistent with federal or State law, to resolve employee complaints of unfair employment practices.
- G. The head of each department or other independent unit in the Executive Branch shall, consistent with guidelines and regulations promulgated by the Secretary of Budget and Management:
- (1) Appoint a Fair Practices Officer, and any Equal Employment Opportunity Officers, as required, for the appropriate implementation of the Equal Employment Opportunity Program in the department or unit;
 - (2) Ensure that the personnel practices in the department or unit are not discriminatory;
 - (3) Review disciplinary actions initiated against employees, employee grievances and complaints of discrimination to ensure the fair and equitable treatment of employees in their department or unit;
 - (4) Develop and implement policies that promote equal employment opportunity and work force diversification reflective of the availability of women, minorities, and persons with disabilities in the relevant labor market;
 - (5) Provide leadership and training to managers, supervisors and other employees in fair employment practices;
 - (6) Ensure that designated Fair Practices and Equal Employment Opportunity Officers are known to all employees in their respective agencies and that these Officers have appropriate decision-making authority consistent with relevant federal and State law, this Executive Order, and personnel regulations;

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- (7) Consult and cooperate fully with the Secretary of Budget and Management and the Statewide EEO Coordinator or their designees in investigating and resolving expeditiously complaints of discrimination or unfair employment practices;
 - (8) Provide statistical and other information requested by the Secretary of Budget and Management regarding efforts to implement the department's or unit's Equal Employment Opportunity Program;
 - (9) Develop and implement programs, activities and events to acknowledge and educate about diversity and cultural differences; and
 - (10) Implement any decision of the Secretary of Budget and Management not consistent with the spirit or requirements of this Executive Order and federal or State law.
- H. Cabinet officials and other heads of departments or units are expected to lead by example in promoting fair employment practices and this Administration's policy of zero tolerance for employment discrimination.

ARTICLE II – COMPLAINTS OF DISCRIMINATION AND UNFAIR EMPLOYMENT PRACTICES

- A. It is the policy of this Administration that all complaints of discrimination or other unfair employment practices be thoroughly investigated and promptly resolved, as appropriate.
- B. The Statewide EEO Coordinator shall monitor the compliance and effectiveness of each agency's EEO program and make recommendations for improvement.
- C. The Secretary of Budget and Management shall develop and promulgate rules, regulations, and guidelines for the investigation and resolution of complaints of discrimination or other unfair employment practices which shall include, at a minimum:
 - (1) Provisions for resolving complaints informally whenever possible;
 - (2) Provisions for employees to file complaints with the Fair Practices or Equal Employment Opportunity Officer for the department or unit;

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- (3) Provisions for the review and resolution of any employment grievance, complaint involving discrimination or other unfair employment practices by the Secretary of Budget and Management prior to any appeal to the Office of Administrative Hearings;
 - (4) Guidelines for cooperation with the investigation of any complaint of discrimination filed with the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations), the United States Equal Employment Opportunity Commission or any other agency authorized by law to conduct such investigations; and
 - (5) Training programs for managers and supervisors in identifying and resolving complaints of discrimination or other unfair employment practices.
- D. No employee shall be harassed or otherwise retaliated against for filing a complaint of discrimination or other unfair employment practice, providing information in support of any such complaint or testifying, assisting or participating in any phase of an investigation of any unfair employment practice, or on the basis of his or her refusal to submit to a genetic test or make available the results of a genetic test.
- E. Discrimination or retaliation complaints by Fair Practices Officers, Equal Employment Opportunity Officers, or EEO Office Directors shall be filed with the head of the unit or their designee and may be appealed to the Statewide EEO Coordinator's Office.

ARTICLE III – COOPERATION WITH THE MARYLAND COMMISSION ON CIVIL RIGHTS (FORMERLY THE MARYLAND COMMISSION ON HUMAN RELATIONS) AND THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

- A. In accordance with the requirements of applicable federal and State law governing equal employment opportunity, the State Personnel and Pensions Article, and this Executive Order, all heads of departments and units in the Executive Branch shall cooperate fully with the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations), the United States Equal Employment Opportunity Commission and any other federal or State agency investigating discrimination and duly comply with any validly adopted rules, regulations, and orders for effectuating the State's policies against discrimination and resolving complaints of discrimination.
- B. Every attempt shall be made to resolve complaints of discrimination within a department or unit; however, employees who file complaints of discrimination with agency Fair Practices Officers or Equal Employment Opportunity Officers shall be

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advised of their right to file a complaint with the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations) and the United States Equal Employment Opportunity Commission.

- C. The Secretary of Budget and Management shall establish guidelines which provide for agency participation in mediation or arbitration of employee complaints of discriminatory or unfair employment practices.
- D. If an employee of the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations) files a complaint of discrimination against a State agency, the Governor shall appoint an individual to perform the functions usually performed by the Commission.

ARTICLE IV– STATE ACTION

- A. Any employee of the State who violates the laws of this State pertaining to equal employment opportunity, this Executive Order or guidelines, rules and regulations promulgated pursuant thereto, will be subject to disciplinary action, up to and including dismissal from employment with the State.
- B. In performing services to the public, employees of this State will not discriminate against the public or individuals for any reason prohibited by law, nor shall they authorize the use of State facilities in the furtherance of any unlawfully discriminatory purpose or by any organization which unlawfully discriminates in its membership or policies.

ARTICLE V – ACCOMMODATIONS

- A. Reasonable accommodation shall be provided for all qualified applicants for employment and State employees with disabilities, consistent with the requirements of federal and State law.
- B. Meetings, hearings, and employment tests shall be conducted in an accessible manner and location, as required by federal and State law.
- C. No employee shall be retaliated against for seeking a reasonable accommodation for a disability.
- D. Managers and Supervisors shall receive training concerning reasonable accommodations for disabilities.

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ARTICLE VI – ANNUAL REPORTS

- A. The head of each principal department or unit in the Executive Branch shall, by October 15 of each year, or as otherwise requested, submit to the Secretary of Budget and Management an annual report of activities taken in the previous fiscal year to effectuate this Code of Fair Employment Practices. The report shall contain the information required by the Secretary of Budget and Management in a form consistent with the guidelines issued by the Secretary of Budget and Management.
- B. The Secretary of Budget and Management shall, by January 1 of each year, submit to the Governor an annual report on statewide equal employment opportunity practices. The Secretary of Budget and Management shall provide copies of the report to each department and unit, the General Assembly, and the Maryland Commission on Civil Rights (formerly the Maryland Commission on Human Relations).

ARTICLE VII – NOTICE TO EMPLOYEES

- A. The Secretary of Budget and Management shall publish the policies of this State with regard to its fair employment practices and make copies of the publication available to all agencies.
- B. Consistent with the requirements of federal and State law, the Secretary shall authorize an appropriate notice of State fair employment practices and the manner in which the notice is to be posted.
- C. The heads of departments and units shall procure the publication and notice required by this Executive Order, furnish copies of the publication to all managers and supervisors and make it available to employees, and post the notice in the locations and manner required by the Secretary of Budget and Management.

Appendix B

Statewide Equal Employment Organizational Responsibility

Governor

On the 15th day of May, 2007, Governor Martin O'Malley issued a new code of Fair Employment Practices, Executive Order 01.01.2007.09 and later rescinded this Order and replaced it with Executive Order 01.01.2007.16 on the 22nd day of August 2007. Governor O'Malley values and honors all State of Maryland employees and believes in equal opportunity in employment for all employees and applicants for employment without regard to race, sex, disability, religion, genetic information, gender identity and expression and national origin and other prohibited basis. Governor O'Malley is committed to providing a professional work environment that is free from discrimination, harassment and retaliation.

The Joint Committee on Fair Practices and State Personnel Oversight

The Joint Committee on Fair Practices and State Personnel Oversight was established in 2009 to replace the Legislative Joint Committee on Fair Practices which was originally created by the State Personnel Management System Reform Act of 1996. The Joint Committee is comprised of eight members; four members of the State Senate and four members of the House of Delegates. The Joint Committee has oversight over employment policies and personnel systems in the Executive Branch of State Government, equal employment opportunity policies and practices, and certain procurement practices.

Secretary of the Department of Budget and Management

In accordance with Section 5-204 of the State Personnel and Pensions Article, the Secretary oversees the Equal Employment Opportunity Program for Executive Branch agencies including agencies with independent personnel systems. This law specifically requires that the Secretary shall administer the EEO Program in compliance with all State and federal laws governing equal employment opportunity; adopt regulations, policies, and directives to implement the Program; ensure that equal employment opportunity efforts are considered in evaluating the work performance of supervisors, managers, and directors of the Department; evaluate the equal employment efforts in each unit; enforce the provisions of the Governor's Code of Fair Employment Practices, and develop and submit to the Governor an annual report of the State's EEO Program.

Appendix B

Deputy Secretary Department of Budget and Management

The Deputy Secretary of the Department of Budget and Management is responsible for assisting the Secretary in implementing and overseeing the Equal Employment Opportunity program and ensuring its compliance with all State and federal laws governing equal employment opportunity and the Governor's Code of Fair Employment Practices.

Statewide Equal Employment Opportunity Coordinator

As provided in Section 5-206 of the State Personnel and Pensions Article, the Statewide Equal Employment Opportunity Coordinator administers and enforces the State's EEO Program. The Coordinator performs under the direction and supervision of the Deputy Secretary of the Department of Budget and Management. In complying with this mandate, the Coordinator is appointed to implement EEO laws, policies and procedures, as well as, serve as the State's point of contact regarding EEO related concerns. The Coordinator also reviews and investigates appeals of EEO findings and determinations by Executive and independent agencies; investigates appeals of EEO findings and alleged violations of the Governor's Code of Fair Employment Practices and the State Whistleblower statute; works with agency Fair Practices, EEO and ADA Officers to ensure they establish and maintain a diverse, non-discriminatory and accessible work place that is free of harassment and retaliation; plans and provides EEO-related training and education; and prepares the annual Statewide EEO report.

Secretaries and Heads of State Agencies

In accordance with Executive Order 01.01.2007.16, each Secretary and agency head is responsible for ensuring compliance with the State's EEO Program within his or her respective Executive Branch agency. This includes Secretaries and agency heads with independent personnel systems. These responsibilities include appointing a Fair Practices Officer and an Equal Employment Opportunity Officer; ensuring that the personnel practices in the department or unit are not discriminatory; reviewing disciplinary actions initiated against employees to ensure fair and equitable treatment; developing and implementing policies that promote equal employment opportunity and workforce diversification; and providing leadership and training to managers, supervisors and other employees in fair employment practices.

Fair Practices Officer

In accordance with State law, the Fair Practices Officer shall implement the EEO Program within the unit; investigate and, as appropriate, resolve complaints of alleged discrimination or unfair employment practices; and coordinate the activities of the equal employment opportunity offices in the unit. The Fair Practices Officer must report to the head of the agency and be an assistant secretary or an employee of the unit with stature similar to that of an assistant secretary.

Appendix B

Equal Employment Opportunity Officer

State law mandates that the Equal Employment Opportunity Officers enforce the State's EEO Program and monitor compliance with State and federal EEO laws; investigate and resolve all internal agency employee discrimination and unfair employment complaints; monitor personnel actions adopted by the unit and ensure implementation is in compliance with all State and federal EEO laws; respond to plans and direct various programs, including equal employment opportunity, contract compliance, training and community relations; respond to complaints and requests for information from external adjudications and enforcement agencies; assist in developing EEO goals; and monitor personnel actions.

Americans with Disabilities Act (ADA) Officers

The ADA Officers are responsible for advising employees and managers on issues relating to Title 1 of the Americans with Disabilities Act. These include making determinations regarding an employee's eligibility under the ADA, recommending and implementing reasonable accommodations, and ensuring an accessible work place.

Appendix C

AGENCY	ACRONYM	FAIR PRACTICES	EEO	ADA
Administrative Hearings, Office of	OAH	Dennis Krysiak	Debbie Duran	Debbie Duran
African American Museum	MAAMC	Vaughan Hastings	James Hawkins Lisa Woods	James Hawkins
Aging, Maryland Department of	MDOA	Stephanie Hull	Tiaa Rutherford	Tonya Morant
Agriculture, Department of	MDA	James Wallace	Mae Johnson	Momoh Conteh
Archives, Maryland State	MSA	Teresa Fawley	Christopher Haley	Cecelia Smith
Assessments and Taxation, Department of	DAT	Vacant	Grant Chism	Grant Chism
Attorney General's Office	OAG	Daniel L. Barnett John B. Howard, Jr.	Beverly Pivec Peter Killough	Yolanda Colkley
Automobile Insurance Fund, Maryland	MAIF	M. Kent Krabbe	Jacqueline Wright	HR
Baltimore City Community College	BCCC	Nicole Webb Sheryl Nelson	Nicole Webb Sheryl Nelson	Nicole Webb
Bowie State University	BSU	Sheila Hobson	Melanie Barr	Melanie Barr
Budget and Management Department	DBM	Vacant	James Pyatt	James Pyatt
Business and Economic Development, Department of	DBED	Robert Walker	Vacant	Vacant
Canal Place	CANAL	Deidra Ritchie	Deidra Ritchie	Deidra Ritchie
Civil Rights, Maryland Commission on	MCCR	Nicolette Young	Isora Cook	Isora Cook
College Savings Plans of Maryland	CSPM	Azriel Osofsky	Azriel Osofsky	Azriel Osofsky
Comptroller of Maryland	COMP	Paulette Walker	Paulette Walker	Paulette Walker
Contract Appeals, Maryland Board of	SBCA	Loni Howe Michael Carnahan Jr.	Loni Howe Michael Carnahan Jr.	Loni Howe
Coppin University	CSU	Lisa Early	Lisa Early	Dr. Maqbool Patel
Deaf, Maryland School for the	MSD	Anny Currin	Cyndi Fries Anny Currin	Anny Currin
Education, Maryland State Department	MSDE	Kristy Michel	Renee Yarbough-Williams	Renee Yarbough-Williams
Elections State Board of	SBEL	Nikki Charlson	Erin Perrone	Whitney Faust
Emergency Medical Services Systems, Maryland Institute for	MIEMSS	Patricia A. Gainer	James W. Brown	Jeannie Abramson
Environment, Maryland Department of	MDE	Kathy Kinsey	Darlene Mitchell	Darlene Mitchell
Environmental Services, Maryland	MES	Beth S. Wojton	Donna Oliff	Sandra Westervelt
Executive Department State of Maryland	EXEC	Lawrence Myers	Lawrence Myers	Lawrence Myers
Food Center Authority, Maryland	MFCA	Rose Harrell	Rose Harrell Amy Broadwater	Amy Broadwater
Frostburg State University	FSU	Beth W. Hoffman	Beth W. Hoffman	Beth W. Hoffman
General Services Department of	DGS	Bart Thomas	Vacant	Janet Cora
Health and Mental Hygiene, Department of	DHMH	Keneithia Taylor	Janelle Robinson Tina Smith Delinda Johnson	Delinda Johnson
Health Benefit Exchange Maryland	MHBE	Aaron Jacobs	Aaron Jacobs	Aaron Jacobs
Health Insurance Plan Maryland	MHIP	Cynthia Deickman	Cynthia Deickman	Cynthia Deickman
Higher Education Commission, Maryland	MHEC	Jennifer Frank	Jon Enriquez	Gregory Fitzgerald
Historic St. Mary's City Commission	HSMC	Catherine Pratson	Melvin A. McClintock	Melvin A. McClintock

Appendix C

AGENCY	ACRONYM	FAIR PRACTICES	EEO	ADA
Housing and Community Development Department of	DHCD	Gordon Outlaw	Gordon Outlaw Allegra Hollins	Gordon Outlaw Allegra Hollins
Human Resources Department of	DHR	Karen Williford	Gerald Stansbury	Gerald Stansbury
Information Technology, Department of	DOIT	Vacant	James Pyatt	James Pyatt
Insurance Administration, Maryland	MIA	Nancy Grodin	Susan Yates	Susan Yates
Judiciary of Maryland	JUD	Vacant	Vacant	Vacant
Juvenile Services, Department of	DJS	Joseph Cleary	Charles Proctor	Denise Bean
Labor, Licensing and Regulation, Department of	DLLR	Jennifer Reed	Yvette Dickens	Jennifer Reed
Lottery Agency, Maryland State	MSLA	Gina Smith	Darryl Massey	Robert Cearfoss
Military Department	DMIL	Annette Deener	Alphonso Lee, M.Ed.	Alphonso Lee, M.Ed.
Morgan State University	MSU	Dr. Willie Larkin	Tanyka M. Barber, Esq.	Tanyka M. Barber, Esq.
Natural Resources, Department of	DNR	Mark Hoffman	Richard W. Allen	Richard W. Allen
Peoples Counsel, Office of the	PCPS	Seva Diakoparaskevas Terri Czarski	Seva Diakoparaskevas Terri Czarski	Seva Diakoparaskevas
Planning, Department of	MDP	Vacant	Cheryl Murphy	Amber Harvey
Police, Maryland State	DMSP	Carolyn Brown	Carolyn Brown Sergeant Stacey Gappert	Tracey Moultrie
Property Tax Assessment Appeals Board	PTAAB	Kent Finkelsen Julie Greene	Julie Greene	Kent Finkelsen
Prosecutor, Office of the State	SPO	James Cabezas	James Cabezas	James Cabezas
Public Broadcasting Commission, Maryland	MPT	Colette Colclough	Colette Colclough Susan Wolfinger Schmitt	Colette Colclough Susan Wolfinger Schmitt
Public Defender, Office of the	PDS	Paul DeWolfe	Lynn C. Bellamy	Lynn C. Bellamy
Public Safety and Correctional Services, Department of	DPSCS	Karen Shipley	Paula Green-Holt Paris Lee Genice Fowler Pamela Perez Askia Johnson Tia Rattini Diane Parks	Paris Lee
Public School Construction Program	PSCP	Robert C. Crocetti	Robert C. Crocetti	Robert Crocetti
Public Service Commission	PSC	Terry Romine	Vincent Tyler	Terry Romine
Public Works, Board of	BPW	James Point Du Jour	James Point Du Jour	James Point Du Jour
Retirement & Pensions Systems, Maryland State Retirement Agency	MSRA	Melody Countess	Debra Johnson	Jacqueline Wallace
St. Mary's College of Maryland	SMCM	Catherine Pratson	Melvin A. McClintock	Melvin A. McClintock
Salisbury University	SU	Humberto Aristizabal	Humberto Aristizabal	Humberto Aristizabal
Sheriff's Office, Baltimore City	BCS	Tyra Stewart	Tyra Stewart	Teresa Cunningham
Stadium Authority Maryland	STAD	Rodger C. Dorsey David Raith	Rodger C. Dorsey	Gary McGuigan
Subsequent Injury Fund	SIF	Edgar G. Dodd	Edgar G. Dodd	Edgar G. Dodd
Supplemental Retirement Plans, Maryland Teachers and State Employees	MSRP	Anna Marie Smith	Anna Marie Smith	Anna Marie Smith
Tax Court, Maryland	MTC	John T. Hearn	John T. Hearn	John T. Hearn
Towson University	TU	Debbie Seeberger	Daniel Leonard	Daniel Leonard
Treasurer's Office, Maryland State	TREA	Bernadette Benik	Cissy Blasi	Shelly Reid

Appendix C

AGENCY	ACRONYM	FAIR PRACTICES	EEO	ADA
Transportation, Maryland Department of	MDOT	Louis Jones	Juanita Cobb	Robin Underwood
Maryland Aviation Administration	MAA	Angela Martin	Tyrone Hill	Neal Heaton
Maryland Port Administration	MPA	Wanda Forman	Priscilla Johnson	Wanda Forman
Maryland Transportation Authority	MdTA	Meshelled Howard	Sara Cabrera	Sara Cabrera
Maryland Transit Administration	MTA	Paula Cullings	Emmanuel Ansah	Michele Gardner
Motor Vehicle Administration	MVA	Alvinia Kelly	Carla Loving	Alvinia Kelly
State Highway Administration	SHA	David Pinkney	Pamela Fitch	Edwin Becraft
Uninsured Employer's Fund	UEF	Andrew Anderson	Diana Jones	Phyllis Bond
University Systems of Maryland	USM	JoAnn Goedert	Kathy DeShong	Kathy DeShong
University of Baltimore	UB	William Nelson	Rebecca Spence	Jackie Truelove Rebecca Spence
University of Maryland Baltimore	UMB	Sheila Greenwood	Sheila Greenwood	Sheila Greenwood
University of Maryland Baltimore County	UMBC	Adrienne Mercer	Adrienne Mercer	Stephanie Lazarus
University of Maryland College Park	UMCP	Roberta Coates	Vacant	Vacant
University of Maryland Eastern Shore	UMES	Marie H. Billie	Marie H. Billie	Marie H. Billie
University of Maryland for Environmental Science	UMCES	Dennis Mesko	Dennis Mesko	Dennis Mesko
University of Maryland University College	UMUC	Steven Alfred	Steven Alford	Allison Butler
Veteran Affairs, Maryland Department	MDVA	Peter Pantzer	Rose Bean	Rose Bean
Worker's Compensation Commission	WCC	Theresa Cornish	James Moore	James Moore

GLOSSARY

GLOSSARY

AFFIRMATIVE ACTION: Those actions appropriate to overcome the effects of past and present practices, policies or other barriers to equal employment opportunity.

APPOINTMENT: Filing a position with a qualified candidate and does not include a reassignment.

CAREER REINVESTMENT PROGRAM: The program created by the Office of Personnel Services and Benefits to facilitate the movement of laid-off or separated employees and employees with disabilities into other skill areas.

CIVILIAN LABOR FORCE: The number of persons 16 years of age and over, (except those in the armed forces), who are employed or who are unemployed and seeking employment in the geographic area from which an employer would recruit. (United States Department of Labor.)

COORDINATOR: The Statewide Equal Employment Opportunity Coordinator (Annotated Code of Maryland, State Personnel and Pensions Article, § 5-206).

DEMOTION: A change from one class to another class with a lower maximum rate of compensation.

DESIGNATED POLITICAL SPECIAL APPOINTMENT: Those job functions that satisfy the political appointment criteria as stated in the law. These include:

1. Administrative support work for an Executive Service official or agency head;
2. Special Assistant to an Executive Service official or agency head;
3. Legislative Liaison or Director of Government Affairs;
4. Public Information Officer or Director of Communications;
5. Chief of Staff or Primary Executive Administrator for an agency;
6. Certain positions in the Office of the Attorney General, as provided in § 6-105 of the State Government Article.

DISABILITY: With respect to an individual –

1. a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
2. a record of such an impairment; or
3. being regarded as having such impairment. (Americans with Disabilities Act, Title I, vol. 42, United States Code § 12102, et seq. 1990).

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EXECUTIVE SERVICE:

(a) ***Executive Branch*** – Except as otherwise provided by law, the following positions in the Executive Branch of State government are in the executive service:

- (1) the chief administrator of a principal unit or a comparable position that is not excluded from the State Personnel Management System under § 6-301 of this title as a constitutional or elected office; and
- (2) a deputy secretary or assistant secretary of a principal unit or a position that the Secretary determines has similar stature.

(b) ***Other positions*** –The executive service includes any other position that is determined by the Secretary to be in the executive service. (Annotated Code of Maryland, State Personnel and Pensions Article, § 6-404).

EXTERNAL COMPLAINT: A complaint filed with the Maryland Commission on Civil Rights, Department of Justice, Courts, and/or Equal Employment Opportunity Commission.

INTERNAL COMPLAINT: A complaint received at the originating agency and/or appealed to the Office of Statewide Equal Employment Opportunity Coordinator.

MANAGEMENT SERVICE:

(a) ***Executive Branch*** – Except as otherwise provided by law, a position in the Executive Branch of State government is in the management service if the position:

- (1) primarily involves direct responsibility for the oversight and management of personnel and financial resources;
- (2) requires the exercise of discretion and independent judgment; and
- (3) is not in the executive service.

(b) ***Other positions*** –The management service includes any other position that is determined by the Secretary to be in the management service. (Annotated Code of Maryland, State Personnel and Pensions Article, § 6-403).

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NEW HIRES: An employee who was hired for the first time or rehired after a break in service for permanent full-time employment.

PERMANENT PART-TIME EMPLOYEE: An employee who works an average of 50% or more but less than 100% of the regular workweek. (Annotated Code of Maryland, State Personnel and Pensions Article, § 7-701).

PRINCIPAL UNIT: A principal department or other principal independent unit of State government.

PROFESSIONAL SERVICE:

(a) ***Executive Branch*** – Except as otherwise provided by law, a position in the Executive Branch of State government is in the professional service if the position:

- (1) requires knowledge of an advanced type in a field of science or learning customarily acquired by a course of specialized intellectual instruction and study; and
- (2) normally requires a professional license, advanced degree, or both.

(b) ***Other positions*** – The professional service includes any other position that is determined by the Secretary to be in the professional service. (Annotated Code of Maryland, State Personnel and Pensions Article, § 6-402).

PROGRAM: Equal Employment Opportunity Program established under the Annotated Code of Maryland, State Personnel and Pensions Article, Title 5.

PROMOTION: A change from one class to another class with a higher maximum rate of compensation.

PROMOTIONAL CANDIDATE: An employee in a non-temporary position in the skilled or professional services who is not a special appointment.

PROTECTED GROUP: A group that is specifically protected by Maryland law from discrimination.

SKILLED SERVICE:

- (a) ***Executive Branch*** – Except as provided in this title or otherwise provided by law, all positions in the Executive Branch of State government that are included in the State Personnel Management System are in the skilled service.
- (b) ***Judicial Branch*** – Except as otherwise provided by law, the following positions in the Judicial Branch of State government are in the skilled service.
 - (1) clerical and administrative positions in the District Court of Maryland; and
 - (2) full-time constables in the District Court of Maryland.
- (c) ***Other positions*** –The skilled service includes any other position that is specified by law to be in the service. (Annotated Code of Maryland, State Personnel and Pensions, Article § 6-401).

SPECIAL APPOINTEES: Except as otherwise provided by law, individuals in the following positions in the skilled service, professional service, management service, or executive service are considered special appointments:

- (1) a position to which an individual is directly appointed by the Governor by an appointment that is not provided by the Maryland Constitution;
 - (2) a position to which an individual is directly appointed by the Board of Public Works;
 - (3) as determined by the Secretary, a position which performs a significant policy role or provides direct support to a member of the executive service;
 - (4) a position that is assigned to the Government House;
 - (5) a position that is assigned to the Governor’s Office; and
 - (6) any other position that is specified by law to be a special appointment.
- (Annotated Code of Maryland, State Personnel and Pensions Article, § 6-405).

UNDER-UTILIZATION: Having a lower number of protected group employees in the overall work force and within categories than would reasonably be expected by their availability in the relevant Civilian Labor Force.

UNIFORM POLICE: Used exclusively for uniformed police positions at the Maryland State Police – Not used for other police positions.

UTILIZATION ANALYSIS: A statistical comparison of an agency’s workforce in various job categories with the relevant Civilian Labor Force.

Racial/Ethnic Categories

White (*not of Hispanic origin*): A person having origins in any of the original peoples of Europe, the Middle East, North Africa.

African-American (*not of Hispanic origin*): A person having origin in any of the black racial groups of Africa.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North or South America, including Central America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian: A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Pacific Islander: All persons having origins in any of the original peoples of the Hawaii, Guam, Samoa, or other Pacific Islands.

Multiracial: Two or more races.

Description of Job Categories

Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division and fire chief and inspectors, examiners (*bank, hearing, motor vehicle, warehouse*), inspectors (*construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation*), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

Protective Service Workers: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (*except maintenance*), and kindred workers.

Sworn police officer: means a law enforcement officer who in an official capacity is authorized by law to make arrests; and is within the Secretary's salary setting authority.

Administrative Support: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and grounds keepers, refuse collectors, construction laborers, park rangers, (*maintenance*), farm workers (*except managers*), craft apprentices/trainees/helpers, and kindred workers.

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Skilled Craft Workers: Occupations in which workers perform jobs, which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work, which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, kindred workers.

Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (*medical, dental, electronic, physical sciences*), police and fire sergeants, inspectors (*production or processing inspectors, testers and weighers*), and kindred workers.